



Example of Project Analyst Job Description

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Our company is growing rapidly and is hiring for a project analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for project analyst

- Project Planning – Maintain project milestone plans, project critical path and detailed project plan, issue and risk tracking methodology and team communication protocols
- Project Monitoring and Control –update project plans regularly to reflect the latest project progress and status
- Initiate and oversee project teams and communicate deliverables to meet and exceed client expectations within the expected timeline, such as the new/existing client installation process
- Responsible to ensure all contract requirements are implemented for our Strategic Account Clients support the audit process for contract compliance
- Track and monitor issues
- Identify appropriate resources needed for a project team, develop schedules to ensure timely completion of project , coordinate activities of a project team, and monitor/track project outcomes
- In a partnership role, provide input into defining requirements and determine feasibility based on objectives provided by Product Management
- Regularly facilitate status and milestone meetings with cross functional groups
- Use metrics and data to determine risk at the beginning of each project and assesses risk throughout to detect situations that may cause risk to the project and its completion and escalates these issues to more senior team members

Qualifications for project analyst

- Solid verbal and oral communication skills
- 4-5 years in coordination and administration functions within a project environment
- University degree in Business, Technology or equivalent work experience
- Advanced knowledge of MS Project software
- Demonstrated experience in managing delivery with a technology scope
- 4-5 years in coordination and administration functions