



# Example of Project Analyst Job Description

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Our company is looking for a project analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project analyst

- Prepare reports, dashboards and score cards
- Data collection, verification of data integrity, analysis, editing, collaboration with data owners and formatting of project and resource data
- Create presentations – both regularly scheduled and ad hoc as business needs arise
- Work with PAB leadership to develop and maintain agenda for PAB, coordinate meetings, minutes/actions, and deliverables
- Assist the PAB on recommended process improvements
- Helping maintain program structure, , managing and executing the PP&C MOS and associated artifacts
- Participate and facilitate Risk and Opportunity Management
- Assist the project manager on all issues related to project economy
- Review project invoices for approval in a timely manner
- Work with Project/Facility Managers to ensure the timely close-out of projects

## Qualifications for project analyst

- Should have strong understanding of accounting and finance function
- Working knowledge of PLM
- Educated to University Degree level or Equivalent training in technology/project analysis
- Experience in project analysis, technology analysis, or business analysis (2+ years)

