



Example of Project Analyst Job Description

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Our company is searching for experienced candidates for the position of project analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for project analyst

- Creates and maintains project policies and directives within the project operations manual
- Function as systems administrators of internet-based project tracking system, project websites and job cost accounting system
- Respond to internal and external customer inquiries concerning performance reports and project tracking system data
- Provide internal and external customer training on PM application
- Serve as project team liaison to I/T Coordinator on tracking desktop hardware and software issues
- Train new administrative assistants and temporary employees on project policies and administration
- Prepare routine and special client reports as required
- Serves as a liaison for Division leadership team by coordinating activities, assignments, and projects with a variety of contact persons
- Plans, executes, and monitors progress, coordinates meetings and setup, for the various projects assigned
- Maintains database files and confidential information for the department

Qualifications for project analyst

- Proficient in MS Excel, MS Power Point, and MS Project
- 2 or more years experience working with SharePoint
- Expert knowledge level of Microsoft Excel and working knowledge of other

- Ability to manage multiple tasks and projects concurrently and prioritize tasks appropriately
- Ability to deliver strategic process recommendation to coordinate and facilitate between multiple functional areas in an effort to drive process
- Ability to grasp business concepts quickly and drive efforts to improve operational efficiencies