



Example of Project Control Analyst Job Description

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Our innovative and growing company is looking to fill the role of project control analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for project control analyst

- Development of flowcharts for communication and documents exchange in order to guarantee the waste traceability
- Development, receipt, assessment and periodical review of the Waste Maritime Manifests (MMRs)
- Development, receipt, assessment and periodical review of the Non Compliance Reports (RNCs) elaborated by the shore base
- Receipt, process and monthly evaluation of the records carried out by the shore base (MMRs, RNCs, MTRs, CDFs and pictures)
- Continuous review of all documents (MMRs, RNCs, MTRs, CDFs) to correct any mistake and to improve the waste traceability
- Development and monthly update of a consistent databank with several waste indicators considered important to continuously improve the waste management
- Development a monthly report of waste indicators to be submitted monthly to client
- Ensure compliance on projects related to other environmental media may also be supported, as the candidate's qualifications allow
- Demonstrate a positive, team-oriented attitude
- Develop technical presentations and reports (NT 01/2011 and others)

Qualifications for project control analyst

- FAA experience strongly preferred

numbers (ACRNs) and fund cites on multiple task orders

- Participate in any necessary meeting with client, sub-contractors and/or Environmental Agency
- Bachelor's degree in Environmental Engineering, chemistry or biology
- 2+ years of total experience – Pollution Control Project implementation experience
- Knowledge about waste, effluents and air emission management