



# Example of Project Control Analyst Job Description

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Our growing company is looking to fill the role of project control 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 control analyst

- Coordinate the management of Design Assurance test protocols, develop tools to track active verification protocols by product line and maintain related database records
- Collect all project information (business case, contract)
- Ensure that project is in compliance with IFRS standards and company financial policies
- Responsible for project financial set up to allow tracking and control, regarding to the accounting requirements
- Work with the Project/Program Manager (PM), Control Account Managers (CAMs), and Lead Scheduler to update and maintain the Integrated Master Schedule (IMS), using Primavera P6, for the PCAPP project
- Maintain working level detailed schedules, using Primavera P6 or Microsoft Project, for high visibility items and special studies
- Work closely with the prime contractor and teaming subcontractors to ensure project schedule integration
- Support maintenance of the schedule baseline and incorporate schedule changes
- Participates in the bid and proposal process
- Ensure data quality and accuracy in the IMS, and address schedule anomalies as required

## Qualifications for project control analyst

- Strong work ethic, self-motivated, organized, efficient and process oriented
- Coordinate budget and scope changes with the Cost Analyst
- Coordinate and conduct schedule review meetings with CAMs and Project Management
- Works with the Project/Program Manager (PM) to develop and maintain the work breakdown structure (WBS) and work package structure that supports contract financial requirements, reporting requirements, billing terms, etc
- Reviews invoices and project cost information to identify discrepancies, issues and/or concerns relative to compliance with contractual requirements