



Example of Project Coordinator / Analyst Job Description

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Our company is looking to fill the role of project coordinator / analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for project coordinator / analyst

- Collaborate with key stakeholders to maintain business relationships and understand their processes
- Identify, investigate and analyze opportunities to improve the business, using information technology as an enabler
- Facilitate interviews, process workshops and user story creation session to gather requirements from key stakeholders
- Coordinate activities to support internal vendor selection process
- Assist in projects with the creation of business cases for input to project approval
- Facilitate training sessions in conjunction with new and/or enhanced technology solutions to ensure familiarity and consistency of system usage
- Assist in quality assurance and testing of business solutions
- Document analysis techniques to contribute to the team and business knowledge base
- Be the key resource to answer internal process
- Identifying and mitigating project related risks

Qualifications for project coordinator / analyst

- Seeking a candidate with a balance of high level experience with Excel (macros and pivot tables) and an administrative background
- You are proficient at programming/macro creation in Excel or Visual Basic for

- Five (5) years of education, training, and experience commensurate with the requirements of
- California licensed architect or engineer preferred
- Must possess a valid, unrestricted California Driver's License
- Three to five years of experience in project, coordinating, and scheduling activities