



Example of Project Coordinator / Analyst Job Description

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

Responsibilities for project coordinator / analyst

- Gather, provide and analyze metrics to support management decisions and reporting
- Creation of management report
- Track Timelines and Budgets
- Collaborate with internal business units and external stakeholders to conduct business, data, metadata, and technology analysis
- Document business process, business requirements and associated business rules
- Contribute and execute testing plans to assure the functionality meet business requirements and quality standards
- Coordinate project planning and maintain schedule, deliverables, and budget
- Work with implementation partners, hosting vendors and internal IT resources to deliver IT services to the business units in a timely and cost effective manner
- Coordinate the Passenger Name Record (PNRs) and the Customer Profile migration
- Plan and manage the planning of the migration dates

Qualifications for project coordinator / analyst

- Thorough knowledge of financial services industry, including working with a quantitative analysis team

- Relationship management with the ability to collaborate with business and technology stakeholders in gathering requirements
- UAT testing experience is preferred
- Experience coordinating with geographically distributed and culturally diverse work-groups
- Intermediate knowledge of Microsoft Office suite incl MS Project