



Example of Project Coordinator / Analyst Job Description

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Our innovative and growing company is searching for experienced candidates for the position 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

- Coordinate the migration with Reservation Data Management (RDM) and IT solutions team (ITS) teams
- Monitor the migrations with RDM
- Correct the rejects reported during the migrations
- Organize monthly calls with RDM
- Make sure everything is shared with counterpart in NCE on a daily basis
- Ensure correct and appropriate data is received from customers and providers as defined by SLA
- Ensure total integrity of product-related database according to products and customer segments
- Provide Quality analysis, quality checks and monitoring on product implementation project
- Support Program managers as a project coordinator on small / medium sized projects
- Coordinates internal and external reports

Qualifications for project coordinator / analyst

- Experience and/or knowledge of techniques for problem solving and data analysis
- Demonstrates excellent organization and interpersonal skills
- Multi-tasks and balances workload and projects while meeting deadlines

- 2 - 4 years of IT related business analysis and project coordination, working in a relevant role
- Knowledge of business analysis principles, methods and tools