



# Example of Project Portfolio Analyst Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of project portfolio 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 portfolio analyst

- Resource capacity needs and changes in overall enterprise portfolio within the programs and projects as needed or required
- Maintain portfolio resource reporting and metrics to create predictable project delivery and mitigate risk or gaps in delivery schedule
- Collaborate with the PPM management team to identify and develop project management best practices, standards and methodologies
- Research and identify opportunities to continually improve LCL's project management methods and techniques
- Work with the PPM management team in the development and implementation of the strategic direction of the PPM CoE
- Provide ongoing assessment of strategy, targets, processes and policies in support of the PPM CoE's objectives
- Develop new processes and perform process improvement activities, including project management of departmental initiatives
- Manage and maintain the PPM portal, ensuring content is consistently up-to-date and fit-for-use
- Train project managers and project team members on project methodologies
- Participate in special projects as required by departmental need

## Qualifications for project portfolio analyst

- Manages client/ stakeholder relationships as they pertain to the assigned

- 10+ years of Oracle applications business analyst with significant experience in Oracle Projects modules
- Demonstrated ability to analyze and interpret complex business processes and systems
- Should have strong domain knowledge in Financials and should be able to articulate the requirements with financial controllers
- Deep design and development expertise in Oracle e-Business Suite with successful track record implementing highly saleable worldwide systems in a dynamic global environment