



# Example of Project Portfolio Analyst Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking to fill the role 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

- Demonstrated creativity and resourcefulness in solving complex problems
- Excellent interpersonal skills, and the ability to establish and maintain effective work relationships within the team and business
- In-depth understanding of a System Development Life Cycle (SDLC) and project management processes and methodologies, including Waterfall, Iterative, and Agile
- Commitment to continuous development, with a desire to stay abreast in the area of project management best practices and tools so as to maintain a high degree of expertise in project management
- Hands-on knowledge of project management tools, such as MS Project and CA PPM (Clarity) and Agile Central (Rally) is preferred
- Capable of working in a fast-paced environment with tight deadlines and parallel activities
- Prepare detailed, well-organized periodic reviews of the analyst's portfolio of borrowers
- Analyze and, if appropriate, seek credit approval for amendment and consent requests sought by borrowers
- Collaborates in project and enhancement initiation efforts by assisting in the definition of project scope and leading the identification/selection of targeted solution(s)
- Utilizes LEAN techniques to develop business process designs and guide operations improvements via process reengineering efforts and associated system designs

- 
- Participate as a member of a team-based environment
  - Ability to work closely with users, cross-functional teams and external vendors
  - Knowledge and experience in project management and program management processes and tools is required
  - Experience with Data Visualization tools like Tableau is preferred. Customer Service
  - Job requires hours that will sometimes exceed 8 hours per day and/or 40 hours per week during times of peak activity
  - Evening meetings and/or weekend work may occasionally be required to collaborate with people in other time zones