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

Responsibilities for project portfolio analyst

- Monitor, analyze, and report to Credit and Management of any changes to credit structure
- Coordinate loan administrative matters with the back office
- Perform agent duties that require active communication with the Sponsor, Participants, Lawyers and Consultants
- Support Origination as required
- Coordinate and manage project status and data gathering
- Support and coordinate vetting of project and financial data
- Compile, interpret and summarize project level information into insightful portfolio level dashboard reporting
- Create presentation packages for executive review
- Support Resource Managers to refine and maintain accurate workload allocations
- Respond to ad-hoc data and reporting requests related to project and portfolio information

Qualifications for project portfolio analyst

- Extensive experience with all aspects of Oracle Applications 12 and Oracle Fusion experience is added advantage
- Support Group Insurance Operating Council preparation with Business & Functional partners, performing quality assurance of materials, ensuring documentation completeness, creation and distribution of meeting agendas,

action items and future meeting topics, ensuring all presenters are prepared adequately and onboarding of any new members

- Assist in maintaining the portfolio change control log, health summary, scorecard, Portfolio of Record (POR) and associated reports from these contribute to updating the GI PMO Reporting tool
- Experience creating and analyzing project portfolio level reporting
- Knowledge of different project execution approaches, like Waterfall, Iterative, or Agile is an asset
- Extensive organization, oral and written communication, presentation, and facilitation skills - able to interact credibly with executive management, business stakeholders, project managers and other business and IT staff