



Example of Project Senior Analyst Job Description

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Our growing company is looking to fill the role of project senior analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for project senior analyst

- Set up project schedule meetings
- Performs customer order management including proposal development, contract scope, schedule, and cost
- Responsible for customer order management for complex, multiple item contracts with high cost and customer delivery impacts
- Coordinates preparation of external customer quotes, acting as primary point-of-contact for contract administration and demand management
- Significant interaction with Program Managers, Projects Managers, Business Development, Customers and Finance personnel
- Contract reporting, analysis of project resource requirements, tracking annual plans outside the current fiscal schedule, processing costs transfers, reconciling cost discrepancies, supporting budget requests tracking of purchasing issues or any other financial transactions
- Assists Program Manager, Business Development, and Program Planning & Control in planning, staffing, and execution of major project/program assignments
- Routinely uses supply chain knowledge and business intelligence systems to gather data required to manage project plans
- Evaluates project status and potential issues
- Provide visibility to external customer's information regarding quotes, order scope, schedule, and cost to ensure contracts are completed according to negotiated schedule dates and budget constraints

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- Support the project audit function
 - Comfortable in dealing with ambiguity and a matrix based environment
 - Highly motivated individual with willingness to take initiative and propose pragmatic solutions to complex challenges and issues
 - Works effectively in a team environment and be able to interact with all levels of personnel from various functional areas
 - This role requires a high degree of co-ordination with the Phone Channel portfolio managers, Phone Channel Intake and with partners such Finance, Technology and the EPMO
 - Building and developing stakeholder relationships