



Example of Provisioning Analyst Job Description

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Our company is growing rapidly and is looking for a provisioning 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 provisioning analyst

- Reviewing detailed work assignments including processing system access request forms submitted by colleagues throughout the footprint, and various other tasks related to user account life-cycle management
- Providing customer technical support to assist colleagues with user challenges
- ART forms - ADD's, Relocates, Terminates, Access and purchase requests
- Building Security Access – Employee badge and building access
- Hardware Inventory Control – maintain current asset inventory
- Database Management – Users, subdivisions, branches, vendors, tax tables and DB cleanup
- Nightly Operations – running nightly reports for all PFS back end systems, including month end support
- Cisco IP Phone System – provisioning and deploying software and hardware configuration
- Cisco UCCX – provisioning ACD lines for internal business phone queues
- VPN/ Aruba VIA and RAP – Configuration of software and hardware

Qualifications for provisioning analyst

- Ability to take direction effectively
- Bachelor's Degree in Business, Finance, IT, Security, or Criminal Justice, or related discipline or the equivalent combination of education and/or

- Experience in IT Customer Service (0-2 years) in a corporate environment preferred
- Automotive/ mechanical background a plus
- Ability to interpret Engineering drawings a plus