



BUILDING VALUE SINCE 1906

Position: IT Project Analyst

Location: North Hollywood, California

SUMMARY

The IT Project Analyst will be responsible for planning and implementations of enterprise wide IT projects focusing on Office 365, collaboration and unified communications initiatives

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with the business and IT to manage projects that will meet security, compliance and performance standards.
- Manage project's expectations, goals, objectives, communications and timelines, including tracking issue resolution
- Create standard procedures and/or departmental instructions documenting use of new solutions
- Manage project budgets including tracking, forecasting and auditing of related spending
- Engage third-party vendors to augment product and technical knowledge that will lead to project success.
- Keep current with latest Office 365 and unified communications solutions, recommend and implement approved upgrades.
- Maintain a dialogue with the business to identify challenges around collaboration and communication and recommend solutions.

EDUCATION AND/OR EXPERIENCE

- Bachelor's Degree (Information Technology or Information Systems preferred)
- 3-5 years of experience in a corporate IT environment
- Experience with Office 365 migration preferred
- Experience with communication and collaboration tools preferred

- Microsoft Project and PMI certification preferred
- Strong written and verbal skills
- Proficiency in Microsoft office Suite
- Strong organization skills with the ability to work on multiple projects simultaneously prioritizing tasks and work independently.