

JD For Administrative Analyst

Job Title: Administrative Analyst

Company: [Company Name]

Location: [City, State]

Job Description:

We are seeking an experienced Administrative Analyst to join our team. The Administrative Analyst will be responsible for providing support to the organization by analyzing and solving complex administrative problems, and developing and implementing administrative systems and procedures. The ideal candidate will have experience in administrative analysis, strong analytical skills, and the ability to work independently and manage multiple projects simultaneously.

Key Responsibilities:

- Analyzing and solving complex administrative problems
- Developing and implementing administrative systems and procedures
- Coordinating and communicating with internal and external stakeholders
- Managing and organizing data and information
- Developing and maintaining program-related documents, databases and reports
- Assessing program effectiveness and making recommendations for improvements
- Providing support to program participants and staff
- Identifying and analyzing administrative trends and providing recommendations for process improvements

Technical Competency Requirements:

- Operates office equipment accurately and efficiently to complete tasks.
- Manages and maintains records and databases with accuracy and attention to detail.
- Safeguards confidential information with appropriate measures and discretion.
- Utilizes basic accounting and budgeting principles to support financial tasks.
- Applies Microsoft Office Suite and data analysis tools effectively in tasks.

Behavioral Competency Requirements:

- Analyzes complex problems to identify relevant information and solutions.
- Organizes tasks and information with attention to detail and prioritization.
- Communicates professionally and effectively in written and verbal forms.
- Collaborates and works effectively with diverse groups of people.
- Manages multiple tasks and priorities with a positive attitude and adaptability.
- Acts with a high level of professionalism and work ethic.
- Identifies and addresses issues proactively with initiative and solutions.
- Works independently and as part of a team with accountability and results.
- Adapts to new processes and technologies with willingness to learn.

Qualifications:

- Bachelor's degree in a relevant field or equivalent experience
- At least 3 years of experience in administrative analysis or a related field
- Proven track record of successfully managing multiple projects simultaneously
- Strong references from previous employers
- Strong analytical and problem-solving skills
- Proven ability to work independently with minimal supervision
- Proven ability to maintain confidentiality and handle sensitive information
- Proven ability to identify and analyze trends and provide recommendations for process improvements.