

This IT Analyst job description template includes key IT Analyst duties and responsibilities. You can post this template on job boards to attract prospect applicants.

### **Job Brief:**

We are looking for an IT Analyst to design and implement functional and cost-efficient IT systems.

In this role, you should be highly analytical and able to understand business needs. Excellent communication skills and problem-solving abilities are essential. If you also have hands-on experience with technical projects, we'd like to meet you.

Your goal will be to leverage technology to meet organizational needs.

### **Responsibilities:**

- Communicate with stakeholders to understand their requirements
- Develop and analyze functional specifications
- Design efficient IT systems to meet business and technology needs
- Coordinate developers to build and implement technology solutions
- Integrate multiple systems and reconcile needs of different teams
- Gather feedback from end users about system performance
- Plan and oversee projects (e.g. upgrades, hardware/software installations)
- Provide advice and technical training
- Keep abreast of technology trends and developments

### **Requirements:**

- Proven experience as an IT Analyst, IT Consultant or similar role
- Experience in project management
- Knowledge of databases, system security and troubleshooting
- Understanding of business practices
- Excellent communication skills
- Analytical mindset
- Problem-solving aptitude
- BSc/BA in Computer Science, Engineering or a related field