

IT Technical Analyst Job Description

- Having a deep understanding of business and technology requirements
- Building, designing, examining, and implementing well organized and structured IT systems
- Gathering feedbacks or responses from end users in order to continue improving systems effectively
- Meeting and communicating with stakeholders in order to understand and meet their requirements
- Organizing developers to build and implement technology solutions
- Planning, monitoring, organizing, and overseeing projects
- Supplying advice and technical training to all new employees on all IT procedures and processes
- Providing expert knowledge to resolve all IT issues
- Running tests or investigations on all application issues and recommending and providing resolutions
- Contributing to the maintenance of accurate and up-to-date filing systems
- Regular use of the computer to create reports
- Contributing to team meetings
- Providing enhancements to all applications, and providing support to all third-party software tools
- Maintaining knowledge of all management processes
- Staying well informed and abreast of technology trends and developments.