

Job Title	Project Analyst
Details of Skills Experience and Qualifications required	<ul style="list-style-type: none"> • Bachelor’s degree in business management, Economics, Engineering or any quantitative related discipline • Deep understanding of the real estate market in the United Kingdom, North America and Africa • Project and Project management experience or equivalent course taken to acquire knowledge • Good Communication and presentation skills • Willingness to embark of short travels to assess potential investment around the world
Job Description	<p>Responsibility</p> <p>Project Planning & Coordination: Assist in defining project scope, objectives, and deliverables. Develop project plans, timelines, and schedules.</p> <p>Collaborate with project coordinator to set realistic deadlines and milestones.</p> <p>Data Analysis & Reporting: Collect and analyse project-related data to track progress. Generate reports and dashboards to monitor project performance.</p> <p>Use data insights to make recommendations for project improvements.</p> <p>Risk Assessment & Mitigation: Identify potential risks that could impact the project. Develop strategies to minimize risks and their effects.</p> <p>Monitor risk factors throughout the project lifecycle.</p> <p>Budget & Financial Analysis: Track project budgets and financial expenditures. Compare actual costs against estimated costs.</p> <p>Provide financial forecasts and recommend cost-saving measures.</p> <p>Stakeholder Communication & Documentation: Maintain clear and consistent communication with stakeholders. Document project requirements, meeting notes, and key updates.</p> <p>Ensure project teams have access to necessary information.</p> <p>Quality Control & Process Improvement: Ensure that project deliverables meet quality standards. Identify inefficiencies in project processes and suggest improvements.</p> <p>Implement best practices for project execution.</p>