



Alpha Technologies specializes in the IT recruitment of top quality specialists needed for all levels of organization. We are American company based in Wrocław.

We are looking for:

## Portfolio Reporting Analyst

**Location: Wrocław**

### **About the role:**

Generate reports on the portfolio including financials, program and project statuses, dependencies, risks and issues, milestones, etc. meeting both standard routine and ad hoc requests. This role will specifically concentrate on the design and introduction of new portfolio reports and will find ways to generate the existing reports in a more efficient manner.

### **Key technical skills:**

- Ability to adapt to changing priorities and assume additional responsibilities as required;
- Navigate across many different IT and business groups and to align their priorities and requirements;
- Advanced proficiency with MS Access, SQL required to support extensive data analytics, project metrics and reporting needs, based on multiple large volume DataMart's;
- Knowledge of non-macro VBA development required;
- Advanced proficiency with MS Office, Excel and PowerPoint required;
- Knowledge of portfolio management and project management, administration & reporting tools & systems - (Clarity, MS Project - nice to have);
- Ability to understand new technology and process techniques quickly;
- A distinguished background of academic and professional achievement;
- Excellent written and verbal communications skills (English).

**» SEND YOUR RESUME IN ENGLISH! «**

**VISIT OUR PAGE: [www.alphaitus.pl](http://www.alphaitus.pl)**

**How to apply: please send your CV in English to [alphapoland@alphait.us](mailto:alphapoland@alphait.us)**