

[Internship] - IT Project Analyst

Jūsų užduotys

We are seeking a proactive and motivated intern to join our team as an IT Project Analyst. This role involves supporting the planning, execution, and monitoring of IT projects. You will gain hands-on experience in project coordination, business analysis, testing, and cross-functional collaboration with team members across multiple countries.

Responsibilities:

1. Project Coordination

- Assist in organizing and facilitating project management activities, including scrum ceremonies such as sprint planning, daily stand-ups, retrospectives, and reviews.
- Coordinate with team members to track sprint progress and maintain scrum boards (physical or digital).

2. Business Analysis

- Collaborate with stakeholders to gather, document, and analyze business requirements.
- Create and maintain user stories, process flows, and other documentation.

3. Testing & Quality Assurance

- Support and conduct functional testing of web and mobile applications.
- Report and track bugs, ensuring quality standards and requirements of project deliverables are met.

4. Documentation

- Prepare and update project documentation, meeting minutes, and reports.
- Document requirements, workflows, and testing scenarios.

5. Support & Collaboration

- Provide support and work closely with cross-functional teams, including developers, designers, and QA testers, across multiple locations.
- Facilitate communication and coordination between team members.



Darbo ID
REF918510

Vieta
Petaling Jaya

Juridinis asmuo
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- Currently pursuing a degree in Computer Science, Information Technology, Business, or a related field.
- Basic understanding of project management principles or Agile/Scrum methodologies is a plus.
- Strong analytical and problem-solving skills.
- Excellent verbal and written communication skills in English.

- Basic knowledge of B2B e-commerce or mobile/web applications is preferred.
- Detail-oriented and highly organized, with the ability to manage multiple tasks.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and collaboration tools like JIRA, Confluence, or similar.
- Team player with the ability to work in a multicultural environment.

Mes siŭlome

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