



## JOB DESCRIPTION

Position Title	Back-End / System Analyst
Department	CEDOC
Company Name	San Juan CDRRO
Employment Type	INTERNSHIP
Date	FEBRUARY - APRIL 2025

Key Responsibilities	Key Competencies	Competency Summary
Assisting in Defining Deliverables	Analytical Thinking, Attention to Detail, Communication Skills	Ability to break down project requirements into clear and concise deliverables.
Develop and maintain Project Execution	Project Management, Time Management, Problem-Solving	Ensures projects are executed within the set timeline and budget. Identifies potential issues early and finds efficient solutions to keep the project on track.
Support Hardware & Network Troubleshooting	Technical Knowledge, Diagnostic Skills, Patience	Handles troubleshooting of hardware and network issues effectively. Uses technical expertise to identify and resolve problems promptly, minimizing downtime.
Coordinate with team Members	Teamwork, Leadership, Interpersonal Skills	Ensures everyone is aligned and working towards common goals.
Monitor Progress	Problem-Solving, Time Management, and Attention to Detail	Monitors and evaluates project processes to ensure they meet quality standards. Identifies areas for improvement and implements strategies to enhance overall quality. This involves analytical thinking, effective communication, and problem-solving skills to continuously improve project outcomes