

Joe Ryan

From: Ruthie.Gearhart@mpls.frb.org
Sent: Monday, January 07, 2008 9:35 AM
To: joeryan@mn.state.net
Subject: Career Opportunity -- Please Post on afetwincities.org

Business Analyst (Facilities)

Immediate opening for an experienced business analyst in our Facilities Dept. Duties: project and analytical tasks; write procedures, specifications, technical guides, safety manuals, training documents; assist w/communications, including proposals, reports, presentations, & procedures; administer dept "Accrual Program" to assure compliance with financial reporting requirements; administer the Material Safety Data Sheet (MSDS) program and support dept and Bank Safety Program.

Must have BA degree w/coursework in Business Administration, Business Planning, Project Management, Business Writing; 6 yrs project mgmt/analytical experience in an engineering, architectural, construction, or facilities environment to include data research and analysis, project support, etc.; Strong business writing and editing skills w/demonstrated experience preparing reports, proposals, position papers, and other documentation for senior management; advanced level knowledge of MS Word, Excel, and PowerPoint; proven analytical skills. Knowledge of database and project management scheduling applications strongly preferred.

The Federal Reserve Bank of Minneapolis is committed to equal opportunities for employees and job applicants alike, and to an environment where employees can work effectively with and value other employees for their differences.

What's in it for you? Benefits include medical, dental, life insurance, 3+ weeks annual vacation, 10 paid holidays, and immediate eligibility in a matched 401(k) plan, tuition assistance, on-site fitness center & cafeteria, and we allow casual attire daily! Downtown Mpls on the riverfront at 90 Hennepin Ave. Interested candidates must apply on-line at www.minneapolisfed.org (Select "Job Search.")