**Change Management Analyst**

* **Profession:**Executive/Management
* **Specialty:** Change Management
* **City:** Boca Raton

**Description**

**Job Title:**Change Management Analyst

**Location:**Boca Raton, FL

**Duration:**6 months

**Work Requirements:** US Citizen, GC Holders or Authorized to Work in the US

**Overview:**  
TekPartners has some of the most sought after Information Technology positions available.  As a reputable company in the IT staffing industry, you can trust us to place you in the right position. We currently have an opportunity for a Change Management Analyst in Boca Raton, FL

**Summary:**

The right candidate for this role is someone who is highly tactical and focused on execution.  He or she will be skilled in administrative functions, organizing and facilitating various groups within the organization, and will pay close attention to details and meeting deadlines and plan objectives.  The change analyst will work closely with the internal team to help drive change activities in parallel with the project deliverables.

**Qualifications:**

* Previous experience with large scale organizational change efforts
* Recognized Change Management accreditation (i.e. APMG, Prosci) preferred
* Six Sigma Green or Black Belt certification preferred
* Strong working knowledge of MS Office Suite and experience leveraging tools to develop work plans, articulate complex issues, analyze data, and structure information
* Ability to execute communications (letters, presentations, and other collateral), socialize, and edit in partnership with internal communications team
* Proactive individual able to operate efficiently in a fast-paced environment
* Experience of facilitating workshops (virtually and in person) and engaging with stakeholders at all levels and functions of the business
* Strong written/oral communication & interpersonal skills
* Quick learner with the ability to manage multiple initiatives and adjust to changing priorities, and meet strict deadlines
* Able to quickly forge effective working relationships with a variety of personalities
* Familiarity with project management approaches, tools and phases of the project lifecycle

**Responsibilities:**

* Apply a structured methodology and lead change management activities - Apply a change management process and tools to create a strategy to support adoption of the changes required by a project or initiative.
* Assess the change impact - Conduct impact analyses
* Measure and monitor change: status reporting, providing visibility on status against milestones, and transparency of risks and issues
* Work collaboratively with internal and external stakeholders to achieve alignment of change scope, as well as develop and execute change, communication, and training plans
* Facilitate training workshops with multi-disciplinary client teams, at all levels of the organization
* Support communication and learning efforts – Assist in design, development, delivery and management of communications to create awareness, proactively manage resistance to change, and help ensure user readiness.
* Reporting to the Leader of Change Management, the Change Management Analyst will play a key role in ensuring major transformation projects (change initiatives) meet objectives on time and on budget by increasing employee adoption and usage. This person will focus on the people side of change, including changes to business processes, systems and technology, job roles and organization structures.
* The primary responsibility will be executing change management strategies and plans that maximize employee adoption and usage and minimize resistance. The change analyst will work to drive faster implementation, higher ultimate utilization of and proficiency with the changes that impact employees. These improvements will increase benefit realization, value creation, ROI and the achievement of results and outcomes.

**Our benefits package includes:**

* Comprehensive Medical Benefits
* Competitive Pay, 401K
* Retirement Plan
* And Much More

**About TekPartners:**TekPartners is one of the fastest growing private staffing firms in the United States. We are a premier provider of highly qualified IT talent, Workforce Solutions and Business Intelligence Solutions to many enterprise organizations across the nation. As experts in the industry, our team continues to match proven talent to the right job opportunity every day.

TekPartners is an Equal Opportunity Employer.