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# Example of Associate, Consulting Job Description

Our company is growing rapidly and is looking for an associate, consulting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate, consulting

* Increase awareness of methods to support organizational change
* Manage online communities and/or Sharepoint based tools, using social networking to enhance a working community
* Advance an understanding of group dynamics within working communities
* Develop project and portfolio management competencies
* Foster collaboration and innovation
* Strengthen communication and interpersonal skills
* Help build the community of practice for continuous improvement practitioners – including the knowledge base, best practices, lessons learned, tools and methods and learning events
* Assist in the planning and facilitation of community learning events and activities
* Ensure the community of practice content is maintained as interesting, fresh, relevant, up-to-date and easily accessible
* Help assess the health of the community and evaluate its contributions to members and the organization

## Qualifications for associate, consulting

* Thorough understanding of Consulting Group products and services including separately managed accounts, portfolio management accounts, discretionary vs
* 3-5 years of experience within the broader financial services industry, prior distribution or client servicing experience a plus
* Accredited school
* Comfortable working in a smaller company juggling multiple tasks
* Experienced in Microsoft office, specifically PowerPoint, Word and Excel
* Background in financial services and an interest in / awareness of current issues facing the industry