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# Example of Consultant, Process Job Description

Our innovative and growing company is hiring for a consultant, process. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for consultant, process

* Consults with Marketing subject matter experts to understand and document current state processes regarding the storage, management, and retrieval of content
* Identifies and conducts root cause analysis on process waste and/or variation, while quantifying the impact to quality and/or process efficiency
* Partners with cross-functional project team members to help identify and quantify potential hard and soft savings as a result of process improvement activities
* Develops and maintains strong working relationships with project team members, stakeholders, and subject matter experts
* Utilizes a disciplined approach to solving complex problems and formulates solutions using data and analysis
* Provides high quality linguistic services on a variety of client projects, typically on large accounts, that enable the translation team to the deliver highest quality work in the most productive manner
* Applies deep functional skills in developing and maintaining linguistic assets (e.g., content glossaries, style guidelines, reference sources, translation memories (TMs).) that help to achieve optimal linguistic efficiency, quality, profitability and help to drive customer satisfaction
* Promotes the use of technology in order to drive quality and efficiency
* Identifies, develops and implements improvements to linguistic services (e.g., processes, methodologies) that helps to build functional capability across the organization and drive customer satisfaction
* Builds strong working relationships internally by working with other departments to ensure that linguistic methodology encompasses the full context of the project/account and by fostering a good flow of information between groups

## Qualifications for consultant, process

* Conduct gap assessments of current processes, compliance to applicable technology standards, and conduct review sessions with service providers to understand and close gaps
* Conduct education sessions and communicate new or updated processes as required
* Identify Service Management tool requirements, data elements, UID, business rules etc to support the development and deployment of processes
* Review and test Service Management tool changes including the development of required use cases and scenarios
* Signoff and provide approval to implement Service Management tool changes
* The Principal Process Consultant sits within the Global Finance Process Excellence team which is an expanding Global team of process re-engineering specialists