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# Example of Executive Consultant Job Description

Our innovative and growing company is hiring for an executive consultant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for executive consultant

* Responsible for the coordination of ongoing clinical/utilization review meetings for clients, utilizing medical and clinical SME’s within the organization
* Trains/mentors junior level Account Management staff
* Identifies competitive situations within assigned accounts or group market, analyzes information, and develops proposals and execution plans to management as needed
* Works directly with Sales Account Representatives / Account Service Representatives to assure that all aspects of account management are executed on to ensure the highest level of service standards are met
* Supports pursuit of new business opportunities either directly with a broker/consultant or potential client, or through a team approach with field office sales staff
* Responsible for growing Specialty Business within existing accounts
* Develops business relationships with brokers, consultants, and key decision makers in order to meet or exceed new and renewal sales targets
* Coordinates and controls new business implementation activities
* Identifies competitive situations within assigned accounts or group market, analyzes information, and develops proposals and execution plans to management
* Works directly with Sales Account Representatives / Account Service Representatives to assure that all aspects of account service run smoothly

## Qualifications for executive consultant

* Experience of co-ordinating several concurrent activities and ideally experience of project management
* Strong team player able to relate to and support colleagues from different backgrounds
* Experience of customer interactions
* Demonstrate evidence of strong organisational skills and ability to keep track of multiple, complex time phased activities across a range of activities
* Ability to travel and work long hours if required
* Strong written and spoken English language skills and preferably French or German