Downloaded from <https://www.velvetjobs.com/job-descriptions/knowledge-consultant>

# Example of Knowledge Consultant Job Description

Our growing company is searching for experienced candidates for the position of knowledge consultant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for knowledge consultant

* Financial Evaluation Weight - 30% = Step IV
* Edit the first draft of knowledge products, to ensure clarity, consistency and readability of the text for the intended audience
* Re-writing as necessary, adding/editing boxes of interest, tables and charts bringing the manuscript to full completion including all necessary components (table of contents, foreword, preface, introduction, bibliography, tables, annexes, boxes)
* Ensure all references are in order, requesting source information for tables and figures where such information is missing
* Ensure incorporation of feedback from the Country Office into the draft manuscripts
* Proof-read the final texts as laid out by the designer to ensure both text and associated graphics are error free and ready for printing
* Strong understanding of communications and outreach at the international level
* Proven ability to develop and implement effective communications strategies and harness communities of practice
* Proven ability to develop user-friendly, high quality communications materials
* Outstanding writing and editing skills, with proven ability to meet tight deadlines

## Qualifications for knowledge consultant

* University or college business/technology degree, or equivalent experience
* Ability to prioritize project requirements based on business needs
* Six plus years of experience in Human Resources, Interior Design, Space Planning, or Facility Management
* Eight plus years of successful experience in Management Consulting relationships
* Must be an assertive, self-starter with the self-confidence and ability to represent Herman Miller in a professional manner in order to gain a high level of confidence from a diverse group of customers
* Exhibits high personal performance standards, the desire and ability to continuously learn, and must be results-oriented