Downloaded from <https://www.velvetjobs.com/job-descriptions/management-consulting>

# Example of Management Consulting Job Description

Our company is growing rapidly and is hiring for a management consulting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for management consulting

* Participate in client service delivery teams in the active execution of engagements focusing on the people side of change - including changes to business processes, systems and technology, organization structure, and job roles
* Identify and analyze change impact, assess organizational readiness, and support a change management strategy that mitigates risk and maximizes employee engagement
* Create actionable deliverables that support communication and training efforts, managing resistance to change and help ensure user readiness
* Design and deliver learning solutions that supports organizational change—incorporating the use of learning methodologies and frameworks— and considering a blended approach
* Partner with business leaders, stakeholders, and project teams to meet business objectives and help ensure deliverables are completed in a timely manner including articulation of complex issues, structuring clear and concise recommendations to a C-level audience
* Foster the development of junior resources and promote a culture of continuous learning
* Provide strategic direction for the development of the Management Team, including marketing activities and business development opportunities
* Exhibit a high level of involvement in setting the Management Team’s vision and goals, including management of the budget to achieve financial objectives
* Manage digital project/program from end to end
* Use hands-on experience to determine solution for complex problems

## Qualifications for management consulting

* Completion of or working towards completion of the CFA Institute’s Chartered Financial Analyst (CFA) designation an asset
* Proficiency in MS Office (Excel, Word, PowerPoint) is a requirement, especially demonstrated expertise in Excel
* Understand the managed assets product spectrum including mutual funds, ETFs and SMAs
* Develop a deep understanding of the firm's fee-based and managed account platforms the recommended managed products and portfolio solutions
* There will also be a requirement to assist with the completion of Requests for Proposals
* Be the first responder to advisor managed investment inquiries and provide investment guidance and portfolio construction advice