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# Example of Project Consultant Job Description

Our growing company is hiring for a project consultant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for project consultant

* Supports project planning and budget planning
* Responsible for Microsoft Project Plan for each assigned project
* Proactively monitors and reports project status (deliverables, time, resources, budget)
* Escalates budget issues to the Director, Operations and Studio Director in a timely and efficient manner when creative and business interests are not in alignment, a project veers off of the project plan or a project is in danger of not reaching the target
* Ensures alignment with Clients on scope/requirements, value proposition, and overall project goals throughout the development methodologies
* Identifies and negotiates schedules, milestones and resources required to meet project objectives, primarily through coordinating the activities with other IT departments and Vendors (e.g., database, telecommunications, operations, technical support)
* Guide the changes to ensure minimum impact on Operations & Technology capability of delivering
* Examine all project deliverables in order to reach clarity, completeness & quality
* Anticipate & demonstrate expertise regarding Project Planning, Tracking and Control and related impact analysis & risks management
* Implement the Quality processes in assigned projects

## Qualifications for project consultant

* Achievement – Looks to exceed client aspirations and works to goals and manages obstacles
* You will have extensive experience gained in programme management or project management
* Commercial skills with a proven understanding of contracts and finances
* Degree level or equivalent professional qualification in relevant discipline
* Relevant Bachelor-level degree B.S (Computer Science)
* Proficient working knowledge of MS Project, Excel, Word, PowerPoint, SharePoint, Active Directory, and Exchange