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# Example of Project Management Consultant Job Description

Our company is growing rapidly and is looking for a project management consultant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for project management consultant

* Builds effective working relationships with business and shared services partners
* Ensures that the project schedule is accurate, updated, and reflective of authorized changes, and that the stakeholders, including HR business partners, recruiting partners, employee relations, legal, Digital organization leaders, and relevant business function managers, receive support and information in a timely and comprehensive manner
* Manages and delivers all work according to project management standards and processes as designated by the HR organization and consistent across the Digital initiatives, including applicable change control and project management methodology
* Identifies key enterprise and cross-functional issues and project synergies
* Collaborates effectively with management and appropriate project stakeholders on complex issues and conflicts that impact time, cost, scope, quality and risk of assigned projects/programs
* Identifies complex project/program resourcing needs and facilitates the procurement of needed resources for the initiatives
* In collaboration with the communications team, plays a lead role in ensuring that all project/program communications are aligned with the overall project plans, and all approvals are done in a comprehensive and timely manner so as to meet the enterprise and BU communications needs
* Establishes Data protection Agreement (DPA) and Supplier Compliance Oversight (SCOP) infrastructure, tools, policies, training, communications and other resources
* Coordinates with legal and other substantive compliance experts in the business to ensure compliance with policies and the law
* Lead compliance and data risk management and/or cross-functional strategic programs

## Qualifications for project management consultant

* Ability to design and deliver formal training programs to department staff and customers on advanced consulting and analytical tools and techniques
* Able to commit till June 2017
* Experience in Integration Projects ideally in Pharmaceutical Industry
* Understanding of Project organization
* Working in a Matrix
* Certain level of seniority