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# Example of Senior Consultant Job Description

Our growing company is looking to fill the role of senior consultant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior consultant

* Anticipate case services needed throughout timeline of cases
* Manage the day-to-day tasks/needs of the debtor, counsel and financial advisors
* Prepare and execute a plan for the life of the engagement in conjunction with the SMC
* Monitor client communications and ensure client’s needs are met
* Oversee data gathering and management of databases
* Develop noticing strategy and advise Counsel on different service methodologies
* Setup logistics and parameters for contract review
* Coordinate Schedules of Assets and Liabilities and Statements of Financial Affairs preparation with working group
* Oversee and coordinate large scale mailings including preparation of affidavits of service
* Set up logistics and guidelines for reviewing Proofs of Claim for Clerical and Project Specialist staff to follow

## Qualifications for senior consultant

* Problem-solver with strong client/executive relationship management abilities
* Team player, fun to work with and possesses a sincere interest in strategy, marketing and brands
* Able to apply creative thinking to client issues and to analyze/model quantitative research data
* Excellent MBA, Master’s degree or diploma from a leading university with at least 3-4 years work experience
* Strong professional track record should include at least 2 years of management consulting experience and/or 2-4 years within a marketing/branding department of a large company
* Master of Business Administration or Master’s degree from top-tier program with 4-7 years work experience