



# Example of Consultant Implementation Job Description

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Our growing company is looking to fill the role of consultant implementation. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for consultant implementation

- Ability to elicit requirements, identify solutions & complete requirement documentation
- Ability to take ownership of a client from initiation to go live, through business process mapping, requirements analysis, UAT, go live support ensuring quick turnaround of issues at every stage
- Understand the industry best practices and usage of the product
- Underlying business, implementation & product usage of assigned client/s
- Work with client and client's previous vendors to ensure proper understanding and gathering of all existing data, information and processes
- Provide analysis and solution to client to enhance client practices or match client process with ADP operation standards in terms of system, dispatching, social benefits, and core payroll services
- Design and document the client's solution including their business requirements, their HR out-sourcing process and any program specifications required according to ADP's documentation guidelines
- Liaise with clients throughout the data cleansing, mapping and conversion phase and provide any assistance required including performing data loads and reconciliation
- Generate test scripts to enable clients to adequately test the solution
- Support clients throughout the UAT, Parallel and Go-Live phases

- Experienced in Laboratory Informatics, for example in
- 2 + years working experience with Project Management/Controls or accounting software such as Prolog, Primavera Unifier, Contract Manager, e-Builder, SAP, JD Edwards
- Preferably with M.S
- The applicant must be willing to travel approximately 15% of the time
- Experience/expertise in MS Office productivity tools such as Excel, Word, PowerPoint and Visio
- Demonstrable aptitude for learning and applying new technologies and applying general and industry specific business knowledge in a fast paced, analytical and team-oriented environment