



Example of Consultant, Process Job Description

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Our company is looking to fill the role of consultant, process. 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, process

- Collaborate with the Strategic Initiatives team to synthesize program-related information and prepare metrics, reports, updates, and next-step recommendations for internal and external stakeholders, as needed
- Serve as an effective liaison between all stakeholders represented on the teams to ensure that requirements and expectations are defined, communicated, and understood
- Provide team members practical assistance, as necessary in support of the successful execution of each activity
- Encourage collaboration and communication globally and between regional representatives to ensure achievement of team goals
- Engage with leaders and teams to maintain open communication, provide training and create a metrics driven culture of performance improvement
- Manage the development of Spirit Project charters with project teams and work with the leadership team to properly prioritize projects
- Mentor the North America Continuous Improvement Lead
- Communicate to and influence stakeholders of all levels regarding the value proposition of process improvement
- Bachelors Degree and 3 years experience (or Masters degree with 1-2 years experience) as a Management Consultant
- Collaborate and lead discussions with Application Managers and Sr

Qualifications for consultant, process

- Gather business requirements, document them and achieve sign off, complete external design, development walk throughs and test case writing/review, defect management, testing, SIT, UAT etc in support of ITSM tool releases
- Comprehensive knowledge of all Microsoft Office applications, including Access, Excel, Word, and PowerPoint
- Strong Digitization experience with proven technical skills, delivering medium to large projects, building out and tracking business cases and making recommendations backed with appropriate analysis
- Previous dealership operations experience a plus
- Proficient in Microsoft Word, Excel, PowerPoint, SharePoint
- Must project genuine enthusiasm for the customer and the ability to cultivate that same passion within the dealerships