



Example of Consultant / Project Manager Job Description

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Our company is looking to fill the role of consultant / project manager. 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 consultant / project manager

- Build and foster relationships with client contacts
- Recognize opportunities during ongoing projects to expand FTI's involvement
- Define the scope of work to include a list of deliverables and deadlines
- Manage expenditures within budget estimates
- Insure inputs to billing system accurately reflect case status, revenue projections and authorized budgets
- Initiate, review, edit and send out invoices in a timely manner
- Establish and maintain good working relationships with other offices and departments in the company
- Travel as required to ensure effective management of case activities
- Identify and deliver quantifiable business value that is consistent with the customer's objectives
- Hands-on configuration to meet client needs - adjust and re-configure pre-defined solutions to meet customer requirements

Qualifications for consultant / project manager

- Proficient in Microsoft Office suite applications
- Ability to multi-task and perform activities under pressure
- In-depth knowledge and experience in Project Management or Project

- Must be comfortable adjusting to fluid scenarios that may or may not impact critical milestones
- Must have excellent communication skills (both written and oral) to consult with project stakeholders and management regarding status of the project