Example of Consulting Associate Job Description

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Our growing company is looking for a consulting associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for consulting associate

- Conduct detailed infrastructure assessments of newly acquired customers, including reverse engineering tasks and detailed environment documentation
- Design vertical customer solutions, including resilient networking, directory services, storage, networking, virtualization, backup systems, and cloud
- Working knowledge of security best practices pertaining to implementation and migration projects
- Act as a last level of escalation for major customer impacting issues, while collaborating with other managed services teams
- Deliver project management capabilities to your engagements, leading the engagement lifecycle, including scoping, statements of work, project plans, and service delivery updates
- Design and write detailed standard operating procedures for Engineering and Managed Services teams, including standards definition and configuration walkthroughs
- Responding to issues of varying complexity both over the phone and via email
- Documenting these issues, contributing to a knowledge base, and building an exceptional support experience for clients
- Contributing to the transition of newly on-boarded clients
- Helping with ad-hoc projects and initiatives

Qualifications for consulting associate

- A Levels – ideally 3 Bs minimum

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- Systematically identify and synthesise evidence clinical, epidemiological, quality of life, economic, and reimbursement evidence
- Must have strong command of English language, spoken and written
- Meticulous and open to learning
- An MBA, a master's in industrial and labor relations or related degree including significant coursework in finance, economics, statistics, mathematics, human resources (HR) and/or accounting, or equivalent work experience preferred