



# Example of Consulting Job Description

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Our innovative and growing company is hiring for a consulting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for consulting

- Coordinate document workflow and edit consultants' documents
  - Contribute to and help to maintain the consulting style guide
  - You will build, retain, and maintain customer relationships and serves as trusted advisor
  - As a trusted advisor, you will articulate the business value of the offering (transformation, managed services, or third party solutions) through the consultative sales process and guides the client to program initiation to address the complex issues they are facing
  - You will provide guidance, management, and advisory support to executives within the customer's organization, with respect to existing and future programs
  - You will be responsible for driving sales opportunities for a sustained sales pipeline
  - Monitor budgets and profitability targets oversee billing and fee management operations in the Consulting studio to ensure all financial activities are consistent with Gensler policies and procedures. Within 12 months of start date, candidate should be at 50% billability
  - Typically an individual Contributor and may act in a capacity of a "lead person"
  - Develops and implements business plans specific to a practice's objectives and goals
  - Defines, creates and maintains the required IP and artifacts that support a standard delivery of solutions within the practice to our clients
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- Knowledge of accounting/ERP software
- Working knowledge/familiarity with data extract software such as ACL or IDEA preferred
- PC skills, including experience in using software for producing presentations, spreadsheets, and project planning (skills in TeamMate, databases such as Access and SQL, Visual Basic, Microsoft suite of products, and other applications)
- Ability to interact with all levels of management, including executives and senior managers
- Must be self-motivated, have a strong work ethic and possess a sense of urgency
- Flexibility to travel 50%-75% (depends on location)