



Example of Contract Consultant Job Description

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Our growing company is hiring for a contract consultant. 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 contract consultant

- Coordinate and oversee technical security testing activities
- Prioritize, plan, coordinate and assist with local security efforts
- Communication progress
- Proactive relationship and portfolio management of Premium Accounts
- Managing account queries and receivables, ensuring a streamlined and highly accountable service
- Developing informed and engaged customer relationships to maximise the customer experience through account analysis
- Outbound telephone communication with customer to facilitate account payments and query resolution
- Contributing to debtor reports and analysis
- Identifying opportunities to improve processes and premium customer experience
- Complex proposal development

Qualifications for contract consultant

- Professional accounting designation or previous internal/external audit experience
- CISA or equivalent internal/external technology audit experience is required if assigned to technology audits
- Excellent computer skills, specifically with MS Excel, Word, Outlook

- Understanding of Sarbanes-Oxley 404 and relevant reporting requirements
- Good understanding of the Canadian Banking Industry