



Example of Digital Consultant Job Description

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Our growing company is looking to fill the role of digital consultant. 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 digital consultant

- Building business cases for investment recommendations
- Creating a Digital Intake process to manage all incoming requests
- Creating a Capacity Management model for the entire Digital Team
- Researching competitor digital solutions and industry innovations
- Building Relationships with key partners
- Managing daily communication with internal (CWT Customer Organization) or external (client's Travel Management Teams) customers
- Delivering navigation over the phone and through emails in 18x5 model team
- Guiding customers on usage of a NEW ONLINE TRAVEL WEBSITE (replacement of CWT Portal)
- Cooperating with internal teams to work on fixes of errors
- You'll receive an attractive compensation package, including sales incentive bonus, car allowance, home office allowance and you will be to claim mobile phone and internet expenses

Qualifications for digital consultant

- Ensure consulting projects are scoped and combined properly into larger proposals fulfilled and delivered in time, in high quality and within budget
- Demonstrate a passion for ownership through a track record of successfully achieving results in a complex work environment
- 3+ years of web analytics experience using industry-leading analytics

- Strong writing and presentation skills, identifying and articulating valuable and compelling insights and actions as outputs from reporting
- Proficiency with social listening, publishing, and analysis tools