



Example of Digital Consultant Job Description

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Our company is hiring for a 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

- Lead integration and implementation of digital media products and services across multiple retailer sites and mobile apps, working with cross-functional teams for a successful and timely delivery of the product
- Lead or participate in project definition meetings to collect technical and functional requirements
- Document workflows, processes, and technical specifications for the various systems/platform/integrations functionality
- Work directly with clients' and vendors' tech teams to plan/track necessary steps to executing digital projects
- Create and present PowerPoint presentations for sales activities (as needed)
- Manage retailer setup for digital properties and platforms
- Manage high impact CPG client approval processes, including tracking requirements and leading meeting with retailers, clearing houses, aggregators, and CPG clients
- Manage project plans, weekly status reports, client meeting agendas and notes, software testing issues lists
- Generate training materials, then conduct training sessions for new project team members
- Review current data models to understand the as-is environment

Qualifications for digital consultant

- Has an understanding of the business of an IT delivery team
- Proven ability to manage competing priorities and lead cross-function teams while paying attention to timelines and budgets with minimal supervision
- Consulting skills to educate and inform peers
- Two or more years in a project management capacity managing interdependent, complex projects