CONSULTANT

Job Description:

A **consultant** offers advice and expertise to organizations to help them improve their business performance. They specialize in all sorts of areas including finance and profitability, operations and management, and structure and strategy. Although the workload can be heavy, consulting is a sociable profession with plenty of networking opportunities. Consultants are usually freelance business persons or a representative of a larger consulting firm.

Job Responsibilities:

* Lead short-term or long-term projects
* Conduct research and examine want and needs of different stakeholders
* Use interviews, surveys etc. to collect data
* Perform complex data analyzing activities
* Provide innovative solutions to problems
* Create and present detailed reports for upper management
* Create training programs for people who are affected by a change
* Continually track situation and suggest appropriate adjustments
* Stay up to date with industry trends
* conducting research, surveys and interviews to gain understanding of the business
* analyzing statistics
* detecting issues and investigating ways to resolve them
* assessing the pros and cons of possible strategies
* compiling and presenting information orally, visually and in writing
* making recommendations for improvement, using computer models to test them and presenting findings to client
* implementing agreed solutions
* developing and implementing new procedures or training

Job Qualifications:

* Masters in related field
* Doctorate in related field preferred
* Experience as a consultant in requested field

Job Skills Required:

* Knowledge of office management systems and procedures
* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Leadership skills and ability to motivate others
* Diplomacy and ability to bring others on board with new methodologies