

## CONSULTANT

### GENERAL JOB DESCRIPTION:

Leads cross-functional project teams on small to medium-sized projects through the development of project charters that concisely define the project scope and objectives; work breakdown structures that include deliverables, work phases, and activities; and network diagrams that identify the precedence relationships, durations, responsibilities, and resources for all activities.

### WORK EXPERIENCE REQUIREMENTS:

Five or more years of progressive work experience in such fields as new product development, systems integration, and/or project management.

Experience in the use of all industry-standard project management software systems (e.g., Primavera P3, P3e, SureTrak, and MS Project) and in the use of Microsoft Office applications (e.g., Word, Excel, and PowerPoint).

### EDUCATION REQUIREMENTS:

Bachelors degree is required, and a technical or business focus (e.g., Engineering, Business, or Business Administration) is preferred.

PMAlliance's Project Management Training is required but will be provided upon hiring.

Certification by the Project Management Institute (PMI) as a Project Management Professional® is required but can be attained during the first year of employment.

### ATTRIBUTES:

Strong leadership traits and the ability to perform in an environment without onsite supervision or assistance.

Good listening skills, as well as strong analytical and organizational skills.

Strong oral and written communication skills.

Ability to work as a highly motivated self-starter, requiring little supervision.

Excellent people skills and the ability to work as a team player.

Ability to multitask effectively.

