



POSITION DESCRIPTION

Consultant

JOB TITLE: Consultant

CLASSIFICATION: Exempt

EFFECTIVE DATE: April 15, 2008

POSITION SUMMARY:

Consultants will perform as individual contributors on client engagement teams, working under the supervision of an Engagement Director, to develop work product and act as a subject matter expert on consulting projects. Client engagement activities include but are not limited to framing issues, problem-structuring, optimizing client processes, developing go-to-market strategies, and change management.

DUTIES AND RESPONSIBILITIES:

- Manage work efforts to contract specifications
- Develop quality work product(s) and documentation
- Support delivery assurance practices by participating in periodic project reviews and audits and maintaining accurate and timely project reporting
- Anticipate and communicate project risks
- Interface with client leads and become a trusted advisor or confidant to the client
- Perform costing and pricing financial analyses
- Identify, document, and build up costs in an as-is environment. Forecast and predict cost break-downs in proposals or future-stated environments
- Serve as a subject matter expert
- Cultivate successful client relationships
- Contribute to the development of Everest intellectual property
- Support Everest business development efforts in expanding business. Identify new or additional revenue opportunities with current clients

EDUCATION AND EXPERIENCE:

- Master's degree in a business-related field or Engineering or Computer Sciences, plus:
 1. one (1) year of experience in a combination of the following:
 - a. Operations strategy or management consulting experience with an operations advisory, strategic management consulting firm, or sourcing advisory, and/or
 - b. Management experience in strategic planning, and/or
 - c. Management experience developing marketing strategies, including concept development and go-to-market strategies, or
 2. three (3) years of domain experience as a manager in a functional area (e.g., Finance & Accounting, Information Technology, or Procurement), supervising teams and responsible for improving SG&A.



or

- Bachelor's degree (B.A. or B.S.) in a business-related field or Engineering or Computer Sciences required, with post graduate degree preferred, plus:
 1. two (2) years of experience in a combination of the following:
 - a. Operations strategy or management consulting experience with an operations advisory, strategic management consulting firm, or sourcing advisory, and/or
 - b. Management experience in strategic planning, and/or
 - c. Management experience developing marketing strategies, including concept development and go-to-market strategies, or
 2. four (4) years of operations domain experience as a manager in a functional area (e.g., Finance & Accounting, Information Technology, or Procurement), supervising teams and responsible for improving SG&A.

SKILLS AND ABILITIES:

- Proven quantitative, analytical, problem-solving, and conceptual thinking skills
- Excellent client interaction skills, collaborative work style, and strong interpersonal and team skills
- Ability to effectively plan and lead the correct processes to reach conclusions/consensus in a facilitated meeting and positively handle disruptive or hostile participants
- Knowledge of the various levels of listening, ability to choose the right level depending on the situation. Ability to objectively restate the opinions of others
- Ability to select and use appropriate tools for the job and perform technical research as required to supplement and support Everest methodologies in delivering solutions to clients
- Proficiency in the use of Microsoft Office products (Word, Excel, PowerPoint, Project and Visio) to accomplish daily business activities and facilitate communications
- Ability to design and develop technical reference documentation for project work plans, guidelines, standards, procedures, and processes that meet the needs of the target audience
- Ability to identify key issues, analyze data, and make recommendations to address problems
- Outstanding integrity and the ability to always seek to do the right thing for the client and the Firm
- Ability to think globally and discuss multiple aspects and impacts of issues. Ability to respect and appreciate different personality styles, thinking, backgrounds, and cultures

WORKING CONDITIONS:

- Extensive travel, exposure to varying environments and cultures, changing deadlines and project assignments, and strict time constraints
- Requires standing less than 1/3 of the time
- Requires walking less than 1/3 of the time
- Requires sitting between 1/3 and 2/3 of the time
- Requires use of fingers and hands or feeling between 1/3 and 2/3 of the time
- Requires talking or hearing between 1/3 and 2/3 of the time
- Requires the ability to lift up to 25 pounds less than 1/3 of the time
- Requires close vision, defined as clear vision at 20 inches or less



FREEDOM TO ACT:

Work is structured by standards and procedures and is performed more or less independently within those standards.

Disclaimer: This document describes the minimum, essential duties, responsibilities, skills, abilities, effort, and working conditions of the position. It in no way implies that these are the only functions to be performed by the incumbent. Workers are required to follow any other job-related instructions and to perform any job-related functions requested by a supervisor or manager. Successful performance requires that the incumbent possess and utilize the abilities and skills described. All functions are subject to reasonable modification to accommodate individuals with disabilities. Some functions may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or others.

Approved by

Date