



The Carey Group  
2 Evergreen Court  
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## Job Description

*Title:* Senior Consultant/Director

*Responsibilities:*

- Engages in devising, planning and implementing Company strategy and mission
- Assigns goals and objectives to internal staff and consultants and monitors goal attainment
- Serves as key liaison and interfaces with multiple clients on ongoing basis
- Takes ownership of projects from initiation of project through completion and follow-up
- Develops and writes software and user guides for Window-based computer programs
- Trains users and trainers on range of computer applications in short term and long term assignments
- Advises and assists clients and colleagues in determining, interpretation and application of business methodologies
- Software testing and defect reporting
- Develop multi-media and web-based presentations
- Special projects
- May include supervision (if so, see job description for supervisor)
- Must be involved in marketing activities (see direct report for details)

*Skills:*

- Must possess superior communication skills, both written and verbal
- Must possess superior platform skills; must be able to tailor training skills to diverse client base; must be able to accurately assess learning styles and evaluate client climate
- Must possess superior interpersonal skills; must possess sensitivity, patience and tact, as well as the ability to influence clients in a positive and professional manner; must be able to exercise sound judgment
- Must be able to work with a diverse client base; must be able to adapt to new client cultures
- Must be flexible; must be able to handle multiple and changing priorities and quickly recognize top priorities; must be able to meet deadlines
- Must be able to maintain confidentiality
- Must be a team player and work with others to reach common goals
- Must enjoy learning new skills and growing a skill base
- Must be proactive in learning software packages and stay abreast of changing technologies
- Must be able to handle constructive feedback and be able to use feedback to develop skills and expertise; must be able to provide feedback to staff and colleagues
- Must be willing to travel

The employee must have expertise, or at minimum, a working knowledge, in the following areas:

- MicrosoftWord
- Windows 95, 98
- Excel
- Powerpoint
- Windows NT, 2000
- Corel Office (Wordperfect)
- Lotus Notes
- Doc-2-Help
- PageMaker
- Quark
- FrameMaker A+
- Dreamweaver A+
- Access A+
- Visual Basic A