



The Carey Group
2 Evergreen Court
Towaco, New Jersey 07082
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Job Description

Title: Associate Consultant

Responsibilities:

- Develop and write software and user guides for Window-based computer programs
- Train users and trainers on computer applications
- Advise clients and colleagues on interpretation and application of training methodologies
- Assist clients in determining training objectives
- Develop tools to measure training effectiveness
- Software testing and defect reporting
- Develop on-line help systems for clients
- Develop multi-media and web-based presentations
- Special projects

Skills:

- Must possess superior communication skills, both written and verbal
- 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 able to handle constructive feedback and be able to use feedback to develop skills and expertise
- Must be willing to travel.

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

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|------------------------------|-----------------|
| • MicrosoftWord | • Lotus Notes |
| • Windows 95 | • Doc-2-Help |
| • Windows NT | • PageMaker |
| • Microsoft Office | • Quark |
| • Corel Office (WordPerfect) | • FrameMaker A+ |