

JOB TITLE: Associate Consultant

DESCRIPTION:

A member of the service delivery team, the Associate Consultant is responsible for executing on projects with clients across a variety of industries and delivering transformational change and competitive advantage. Associate Consultants will be staffed on team engagements with senior delivery resources or projects working closely with Accounts Leads and/or Directors. Associate Consultants are accountable for quality delivery, client commitment, knowledge sharing and self-driven professional development. The Associate Consultant is expected to think critically and engage proactively to help the firm meet its strategic objectives.

PRIORITIES:

- Client service delivery
- Supporting other team members project specific service delivery
- Actively network and support leadership team business development efforts
- Build brand presence and value within the community
- Contribute to, and align with, Forum’s strategic plan
- Sustain and evolve Forum’s culture

RESPONSIBILITIES

Deliver on small to medium sized engagements across a variety of client environments or lead a specific workstream or areas of a larger program as part of a team while being supported and learning from other team members, Account Leaders and Experts.

- Develop project plans, system implementation plans, processes and/or requirements for small to medium sized projects or multiple workstreams within an enterprise or complex program:
 - Project planning, resource planning, budgeting, issue and risk management, and status reporting
 - Leverage and communicate project leadership best practices and project lifecycle methodologies, where applicable
 - Develop and execute communications and change management plans
 - Communicate plan, expectations, status, risks and issues up and across the project team
- Manage client (buyer) expectations
- Define success and deliver results
- Engage other Forum team members and clients to gather feedback, develop, and grow skills
- Engage 1:1 Director to gather feedback, assess strengths and opportunities, and grow skills
- Leverage firm wide resources and knowledge capital in service delivery
- Develop high quality project deliverables as identified in project statement of work

Develop and maintain professional and productive relationships with clients in the course of service delivery and account engagement

Participate in industry discussions:

- Understand and apply industry specific approaches and solutions
- Contribute knowledge and experience to the continuous development of the industry portfolio
- Participate in service competency development and training opportunities

Participate in client account activities and contribute to client and account success

Take accountability for career and professional development

- Review annual professional development plan with 1:1 Director
- Self-assess with competency map and skill level
- Manage development by seeking out internal and external opportunities to grow

KNOWLEDGE AND BEHAVIORS:

- Knowledge of some client service methodologies, approaches and tool sets
- Knowledge of client organization, strategy and industry
- Gathering and documenting requirements for complex technical implementations or business process improvement
- Process design to communicate new workflow or updated processes for a business or technology change
- Development of effective and polished project deliverables
- Planning and leading team meetings with client and team members
- Develop project approach and manage project scope for smaller engagements
- Strong presentation skills
- Ability to deal with ambiguity and drive agreement on complex decisions
- Presents a professional image and effectively communicates across client organizations
- Interest in growing and developing skills across a diverse set of business and technology areas and clients
- Effective networking skills
- Strong promoter of brand awareness of Forum
- Effective collaboration with colleagues and across functional areas
- Good steward of the firm that leverages resources wisely and preserves our culture

REQUIRED EXPERIENCE:

- B.A. or B.S. degree
- 4-7 years of relevant business experience
- 3+ years of relevant prior consulting or project management experience leading small to medium size technology and/or business implementations or work streams within large technology implementations or business program
- Knowledge and application of productivity tools (word, excel, etc.)
- Experience working across industries and business functions preferred
- Strong written and verbal communication skills
- Strong multi-tasker, able to manage time effectively
- Demonstrated ability to create polished client deliverable
- Self-motivated with a passion for growth and development
- Ability to work effectively as part of a team, collaborating effectively with peers and clients, proactively leverage others and ask for guidance and support
- Ability to ramp up quickly, work autonomously in ambiguous situations, and add value quickly
- Strong interpersonal skills and ability to interact with team members and management
- Desire to be mentored by experienced professionals and grow into more complex and strategic engagements within 2-4 years
- Ability to adapt to a variety of client organizations and dynamics
- Ability to connect the dots, see patterns, apply learnings

- Strong sense of ownership and accountability for personal, client, and Forum success
- Strong alignment with Forum culture and values
- Resilient in the face of difficult challenges and setbacks

OTHER REQUIREMENTS:

- 100% client billable availability
- Ability to travel as necessary to support pursuit of new and existing clients and opportunities
- Ability to achieve objectives regardless of bandwidth or time constraints
- Ability to work non-standard work hours when necessary

COMPENSATION AND BENEFITS:

OUR BENEFITS:

Forum Solutions provides a comprehensive benefits package including medical, best-in-class 401(k), generous paid time off, and monthly telecommunications stipend. In addition, individuals may be eligible for an annual discretionary bonus. Financial rewards are based on company success, contribution to clients and Firm growth.

Forum sponsors professional development opportunities to encourage employee's professional interests and sponsors several social and professional development activities, including "Forum-Forums," an annual team retreat called Forum Escape and other events.

COMPENSATION:

The estimated annual salary range for this position is \$103,680 to \$129,600. Actual compensation will be dependent upon an individual's skills, experience, qualifications, and other relevant factors.

We hire talented professionals who want to work as a team and develop their skills with new challenges and active participation in solution development. We honor, respect, and value our differences as we believe an open and inclusive mindset makes us stronger and enables us to attract top talent. Our firm represents various backgrounds, experiences and skills and we believe in a workforce that represents the diverse views and experiences of our vibrant Seattle community. We value differences in gender, race, gender identity, marital status, ethnicity, nationality, religion, education, age, disability, veteran status and sexual orientation.