

Position: **Consultant**  
Reports To: **Senior or Principal Consultant**  
Focus Area: **Project Advisory Services**

**POSITION DESCRIPTION:**

Involved in the management of projects or programs and multiple projects or programs as directed by senior leadership. Assists with the preparation, development and maintenance of the Master Program Budget and Schedule. Updates the budget and schedule on a regular basis. Prepares monthly Project Status Reports and Account Status Reports for each assigned project.

**CORE JOB FUNCTIONS, DUTIES AND RESPONSIBILITIES:**

*The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.*

1. Assists with the setting/monitoring/maintenance of the overall goals and objectives of the project/program.
2. Maintains and develops the trust and confidence of the client and other key members of the Project Delivery Team
3. Coordinates the activities of the Project Delivery Team, develop and maintain detailed Project Action Logs and follow-up to ensure adherence to commitments made to the client.
4. Assists in the preparation, development and maintenance of the Master Program Budget and Schedule; update each of those on a monthly basis.
5. Assists in the preparation of the monthly Executive Status Report and Account Status Report for each assigned project.
6. Assists in the implementation of policies and procedures of the Company and assure compliance with same.
7. Represents KLMK Group, Inc. to the public, industry and the community in such a manner that will enhance the reputation of the Company.
8. Takes an active role in marketing/sales, personal development and sales presentations as requested.
9. Be knowledgeable of the qualifications and experience of key Project Delivery Team members' firms and personnel (A/E, Contractor, Equipment Planners, Telecommunication Consultants, etc.)
10. Reads, understands and assures compliance with the Company and Program Management Manual.
11. Be responsible for the preparation and presentation of special reports as required.
12. Documents all major project/program occurrences (meetings, discussions, decisions, changes, etc.).
13. Assists in the negotiation of all major consultant contracts.
14. Performs other duties as may be assigned to enhance the development and growth of the organization.
15. Exemplify a very positive attitude in all work efforts and act as a true team player.
16. Ensures the quality of all project support documents produced.

17. Develops new client contacts and maintains existing client contacts to promote new and repeat client engagements.

**GENERAL BACKGROUND AND MINIMUM REQUIREMENTS:**

1. Required Education – Bachelor degree from an accredited four-year program (Project Management – architecture, engineering, building construction).
2. Preferred Education – Masters Degree from an accredited program (Project Management – architecture, engineering, building construction, real estate development).
3. Work Experience – 3 – 5 years of practical work experience in healthcare construction or project management is preferred.
4. Communication – excellent oral presentation and written skills.
5. Interpersonal – able to work well with others and participate as a team player.
6. Goal Oriented – able to set goals and achieve them.
7. Organizational Ability – able to plan, prioritize, organize and monitor activities and projects. Ability to handle several projects simultaneously and ensure quality of work.
8. Computer Skills – Basic knowledge of personal computers and Microsoft Word, Excel, and PowerPoint for Windows.

**WORKING CONDITIONS**

Standard Office Environment	50	% of time
Travel Required	50	% of time
Lifting Required		% of time
Continuous Standing		% of time
Exposure to Chemicals		% of time
Exposure to Loud Noises		% of time
Other (describe)		% of time