

## Management Consultant

### Description

Public Knowledge, LLC is currently seeking management consultants in Salem, Oregon and Olympia, Washington.

Public Knowledge is a national management consulting firm that helps public-sector clients with the planning and implementation of large projects and programs, mostly centered on Information Technology. Most of our work is in Health, Human Services, and Transportation. You can learn more about us at [www.pubknow.com](http://www.pubknow.com).

### Location

Applicants should be based in Salem, Oregon, or Olympia, Washington, within an hour of the applicable location with flexibility to be onsite often.

### What We are Looking For

- A bachelor's or advanced degrees
- PMP certification is strongly preferred
- Experience in bringing focus and organization to ambiguous situations
- Creativity
- Strong analytical and problem-solving skills
- Excellent interpersonal skills
- Flexibility and ability to adapt quickly to new situations
- Ability to establish and cultivate strong work relationships
- Clear, concise written and verbal communication
- Demonstrated life-long learning skills
- Ability to thrive in a virtual team environment
- Self-motivated and works independently
- Well organized and detail oriented
- Desire to work in a collaborative, fast-paced, entrepreneurial environment
- Ability and willingness to travel (reasonable travel will be required)

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## Responsibilities

Job responsibilities include:

### Research

- Gather information for a project by conducting interviews, surveys, facilitating groups, analyzing client documentation, conducting research of best practice and academic literature, and the application of other information gathering tools.

### Project Support

- Learn and apply the tools and techniques we have for projects.
- Work with project managers to support the administration of projects (ensure staff adhere to standards, organizing the time of other team members, supporting project meetings, assisting with project financial management, etc.).
- Help your team meet project objectives, timelines, and deliverables within budget.

### Analysis, Communication, and Consultation

- Using your experience and research results, analyze and organize information identifying root causes of issues, opportunities for improvement, and generate ideas to improve the client situation.
- Based on your analysis, research, and experience participate with your team in the development of recommendations for actions that will improve the client situation.
- Communicate the results of our work (information, analysis, and recommendations) through the participation in the development and delivery of written reports, formal presentations, and oral discussions with your team, and as requested clients and stakeholders.

### Firm Support

- Freely share your knowledge, skills, and abilities with your peers in the firm.
- Perform firm administrative activities (maintain your resume, record your time accurately).
- Grow your skills and experience by participating in projects and actively pursuing continuing professional education.
- Develop an effective working relationship with clients and colleagues.

### Benefits

Benefits include salary, retirement plan, health and disability benefits, flexible work hours, and a generous vacation program.

### Applying

Think you've got what it takes? Apply online at [www.pubknow.com/careers](http://www.pubknow.com/careers) and include an introduction to yourself and your qualifications.