

# Management Consultant Job Description

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- Help the company to achieve its corporate goals and objectives by providing advice, support, and information necessary for achievement of these goals
- Collecting, reviewing, or organizing data necessary for decision making in light of current circumstances or future trends
- Recommending actions based on analysis of existing conditions or possible changes in the environment
- Managing organizational processes and improving efficiency with respect to resource utilization, including recruiting, hiring, and training of manpower, as well as materials handling systems
- Planning, organizing, and supervising work assignments and work schedules, and creating job descriptions
- Designing or adapting business systems or procedures
- Ensuring that appropriate regulations and codes are followed by responsible parties, including the company's employees. Manage programs for housing and office facilities of the company
- Preparing budgets by evaluating sales forecasts, needs for new equipment and services, salaries of employees, etc.
- Determining product features in line with market requirements
- Organizing annual budgets to fulfill the plans for sales forecasts in line with market trends
- Managing shareholder relations: maintaining effective liaison between interests of shareholders involved in decision-making process at different levels (shareholders' meeting, board meetings).