

Materials Consultant Job Description

Job Description

The Materials Consultant provides an analysis of the existing practices of a company and make recommendations for improvements related to business management, specifically related to materials/manufacturing.

Responsibilities

- Organize and execute assigned business projects on behalf of clients (accounting, timekeeping, payroll, project control, management reporting etc.) according to client's requirements
- Meet with assigned clients when needed and perform an initial assessment of a problematic situation
- Collect information about the client's business through a variety of methods (shadowing, interviews, surveys, reading reports etc.)
- Analyze and interpret data to unearth weaknesses and problems, and comprehend the causes
- Formulate recommendations and solutions with attention to a client's wishes, capabilities and limitations forming concise reports
- Present findings and suggestions to clients with ample justification and practical advice
- Develop detailed business plans to drive small or radical changes
- Assist the client in implementing the plan and resolve any occasional discrepancies
- Provide guidance for any occurring problems and issues
- Experience troubleshooting and resolving issues in Costpoint Materials domain including Procurement, Inventory, Supply chain management and Manufacturing
- Provide overall system subject matter expertise, planning and managing special projects, and assisting with daily production tasks
- Serve as point of contact with Deltek Support on Costpoint defects, upgrades and enhancements.
- Gather and analyze user requirements, translate functional requirements into specifications
- Design, development, and maintenance of new enterprise-wide business process models involving Costpoint; identify and implement improvements to existing processes
- Create test plans and perform full regression testing in the path to production environments for new functionality, bug fixes and upgrades to ensure proper performance and behavior
- Monitor and ensure the successful completion of scheduled Process Management jobs for daily, weekly and month-end closing activities in the system
- Prepare and maintain documentation, including requirements, specs, process flow documentation, and procedures
- Provide expertise and assistance to ensure that all processes are designed to meet SOX, audit and role security requirements

Requirements

Consultants typically need a minimum of a bachelor's degree in business management or business administration. Other business-related fields, such as marketing or accounting, may be appropriate for those in this career. Courses in a business program may include accounting, management principles, financial



modeling, business law, marketing, and communications. Year of experience will be considered in lieu of Bachelor's degree.

- Proven experience as business consultant or equivalent
- Knowledge of diverse business matters such as IT, Marketing, HR etc.
- Proficiency in MS Office, specifically MS Office 365
- Familiarity with a wide selection of business management software (CRM, Deltek, etc.) and databases
- Outstanding communication and interpersonal skills
- Analytical mind with excellent data collection and analysis skills
- Aptitude in creative problem-solving
- BSc/BA in business administration or relevant field; MSc/MA in a specialized business field will be an advantage
- Experience in system implementation and/or system maintenance and support
- Strong understanding of business processes in supply chain management
- Strong understanding of Inventory, Sales Orders, MES and MRP
- Project management skills with experience working with teams composed of developers, systems analyst, and functional SMEs
- Talent for building cross-functional relationships and developing cross-functional knowledge and understanding
- Highly motivated and self-directed work ethic
- Strong understanding of Costpoint additional modules, such as Accounting Accounts Payable and Fixed Assets is preferred

Physical Requirements

- Consistently requires sitting for a majority of the day to complete essential job duties on the computer and telephone
- Consistently requires auditory abilities to efficiently listen and effectively communicate with clients, vendors and staff to carry out essential job duties
- Occasionally requires standing to scan, print and copy job related documents to carry out job duties
- Occasional overnight travel by land and/or air may be necessary

Report to: Manager of Business Applications

Department: Business Applications

FLSA: Exempt

Date Revised: 12/8/2020

Location: Remote

Status: Full time

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EOE/AA/M/F/V/D