

## Associate Client Engagement Manager

### Position Summary

The Associate Client Engagement Manager coordinates all aspects of small and minimally customized client facing assessment projects, working in collaboration with the project team, vendors and clients to ensure the success and quality of the finished product.

This position plays a key role on the Consulting team by providing project support to CEM team members on large and/or complex assessment projects with report production, QA and project management. The Associate CEM also supports Senior CEM's with internally facing projects.

### Job Duties

- \* Coordinates proposal efforts including completing project scoping in tandem with the BD lead/consultant and LOE and profitability assessments for
- \*Project Management and Project Accounting
- \*Survey Design, Deployment and Advisory Work
- \*Coordinate and Produce Client Deliverables
- \*Projects with report production, QA and project management.
- \*The Associate CEM also supports Senior CEM's with internally facing projects.
- \*Provide project support on larger/ more complex projects
- \*Act as secondary CEM on client projects (not client facing)
- \*Provide Support to Consulting Team (Internal Projects)
- \*Cross-Team Work

### ADDITIONAL RESPONSIBILITIES

- \*Role models the behaviors of a high-trust environment
- \*Conducts effective project evaluations
- \*Seeks and participates in development opportunities above and beyond training required by us
- \*Trains other team members and clients through both formal and informal training programs
- \*Encourages more junior team members to take responsibility for their development within the company
- \*Challenges fellow team members to progress toward their professional development goals

## Required Skills

- \*2-3 years of project administration experience
- \*Strong written and oral communication skills
- \*Strong attention to detail and high level of organization
- \*Flexibility to handle multiple tasks and to prioritize work as needed
- \*Ability to take direction from a variety of people with different working styles
- \*Self-starter with “can-do” and responsive attitude which inspires fellow team members toward positive outcomes.
- \*Expert in Microsoft Word, Excel, PowerPoint. The desire and willingness to learn new applications.
- \*Strong interest in working with a project management/consulting team
- \*Excellent follow through and problem solving skills

Please forward resume and cover letter stating salary expectations and where job posting was found to: [jobs@greatplacetowork.com](mailto:jobs@greatplacetowork.com). Resumes without cover letters and salary expectations will not be considered. No phone calls, please.

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