



FDAQRC Job Description

Consultant

Job Purpose

The Consultant conducts professional services according to their areas of expertise within the life-sciences field.

Primary Duties and Responsibilities

The contract position is remotely based. Travel is required.

FDAQRC has two (2) customers Clients and Consultants. Customer service is what makes us successful and therefore each Consultant is expected to understand and demonstrate above average customer service skills. This results in high retention of our customers.

The Consultant performs a wide range of duties including some or all of the following:

- / Communicates with the Project Manager proactively for the success of the project
- / Ensures expectations are understood prior to performing services
- / Performs services for which they are uniquely qualified in a collaborative, instructional and professional manner
- / Completes deliverables by meeting or exceeding expectations as outlined in the Collaboration Plan
- / Responds to queries and pending items within one (1) business day
- / Participates in service feedback surveys and actions any constructive notes

Qualifications

1. Two (2) or more years of technical experience in their area of expertise. Some assignments may require more years of technical experience.
2. Requires the ability to work well with all levels of internal management and staff, as well as outside clients and vendors. Sensitivity to confidential matters is required.
3. A university degree or proven skills, verifiable with references, in a related subject.
4. Knowledge, skills and abilities in line with duties and responsibilities described above.

Proficiency in the use of computers for:



- / MS Office, Google Docs for Work
- / E-mail
- / Word processing (including track changes)
- / Spreadsheets
- / Database management
- / Simple accounting

Characteristics

The Consultant should demonstrate competence in some or all the following:

Behave Ethically: Understand ethical behavior and business practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.

Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.

Lead: Positively influence others to achieve results that are in the best interest of the organization.

Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.

Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.