SMITH and THOMAS
FINANCIAL and BUSINESS SERVICES

POSITION TITLE: Graduate Management Consultant

REPORTS TO: Senior Team Leader

ROLE PURPOSE: This position supports the management consulting team on a wide range of consulting assignments, providing strategic corporate advice, performance improvement and business analysis services.

DUTIES (and approximate time allocation)

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<th>Obtain and assess information on the function of relevant areas for internal and external clients</th>
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<td>2</td>
<td>Assess work methods and systems for efficiency and productivity</td>
<td>20%</td>
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<td>3</td>
<td>Consult internal training manuals, files and job descriptions to obtain relevant information</td>
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<td>4</td>
<td>Develop and maintain strong internal and external client relationships</td>
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<td>4</td>
<td>Prepare reports and recommendations</td>
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<td>5</td>
<td>Assist Management Consultant specialists on defined project activities</td>
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<td>7</td>
<td>Provide research assistance within the management consulting team</td>
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SELECTION CRITERIA – EDUCATION:
Essential:
- Currently completing second or third year of a Commerce degree with a Management or Human Resources Management major

SELECTION CRITERIA - KNOWLEDGE & SKILLS:
Essential:
- Understanding of business processes and resource management
- Demonstrated ability to maintain confidentiality in a work environment
- Demonstrated customer service skills
- Strong analytical and problem solving skills
- Demonstrated interpersonal and communication skills including verbal, written and listening skills
- Strong organisational skills with the ability to manage conflicting priorities in a high pressure environment
- High level of motivation, enthusiasm and commitment
- Ability to work as part of a team
- High level of proficiency with Microsoft Office programs particularly Excel and Word

Desirable:
- Familiarity with computer based business information systems
- Ability to use various research techniques

Note:
- Your application must include a covering letter, resume and separate document addressing how you meet each criteria
- Visit the Careers Service website before writing your application for tips on application writing and preparing for an interview
- For more information about Smith and Thomas Commercial read their company profile