



**Office:** Corporate Office in The Woodlands, TX

**Facility:** Main Office

**Department:** Consultant Services

**Job Position:** Senior Information Consultant

**Job Code:** CS-SIC111001

**Pay Grade:** 5

**Schedule:** Full Time

**Shift:** Days

**Hours:** 8am-5pm

**Job Details:** - Bachelors Degree and MBA Required

**Summary:** As a member of the Senior Consultants Group, the Senior Consultant is responsible for evaluating, identifying, and solving small to mayor executive information issues utilizing system and business consulting and industry/business best practices and solutions.

Represents the ***EIS Consultants*** interests in the projects contracted by customers. Captures the business information needed by customer's top management and ensures that solutions benefits are realized. Under the supervision of the Project Partner Consultant, develop, test, implement and maintain different solutions for customers assigned.

**Job Responsibilities:** Responsible for development the assigned project, identification data and information required by top executives.

Perform business process analysis, and create design recommendations for information visualization to customer approval.

Responsible of using the BI techniques adopted by customer.

Responsible for ensuring successful adoption of the new information communication, user training and user acceptance testing.

Consult with Partner Consultant and other Senior Consultants as a subject matter expert, providing insight into potential process and technology solutions to information problems.

Complete data analysis and tracking of Key Performance Indicators, adoption metrics, and information benefit realization.

Works with other consultants worked in the project to ensure timely and quality outcomes.

Other duties as assigned.

Analyzes, logs, tracks and resolves complex matters of significance pertaining to information requirements, networking connectivity issues and applications to meet business needs.

Coordinates and oversees systems installations and upgrades to ensure work is properly performed in accordance with the EIS design and executives requirements. Determines revisions or updates to the system designed as needed. Recommends resolution to complex matters of significance and coordinates the implementation of the approved course of action.

Coordinates and monitors troubleshooting to isolate and diagnose common system problems; documents system events to ensure continuous functioning. Recommends course of action and implements as approved.

Coordinates testing upgrades and configuration of information and its visualization. Ensures changes are in accordance with appropriate operating procedures; recommends revisions or changes based upon results. Prepares for and prescribes approaches to possible downstream implications.

Utilizes standard customer tools to record change and problem activities for tracking purposes.

**Qualifications:**

Good organization skills to balance and prioritize work, and multitask

Good analytical and problem solving skills to troubleshoot systems problems

Good communication skills to communicate with support personnel, customers, and managers.

Ability to work independently and as part of a team.

Executive Positions and Analytical experience required.

**Education:** Bachelor's degree in related field with management or equivalent combination of education and experience. Masters degree required.

**Experience:** Minimum of three years of work experience in an Executive Position and Analytical experience required.

Experience working with computer hardware and software.

Experience with Excel and Microsoft Office required.

**Licensure/Certification/Registration:** none.

**Physical Requirements:** None.

**Category:** Senior Consultants

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