IT Consultant Job Description Template

We are looking for technology specialists who are creative problem solvers for the position of IT Consultant. IT Consultants are responsible for implementing technological solutions to solve the issues of clients, implementation and testing of technology and working with in-house technical teams to ensure adequate technical support is in place for the transitional period and other duties. You'll resolve any technical problems and provide training to all relevant staff regarding new technical systems.

Moreover, IT Consultants will communicate technical instructions in understandable business terms and produce technical user manuals, requiring exceptional interpersonal and communicative ability.

Key Responsibilities:

- Analysing a company's IT systems and infrastructure
- Understand customer requirements and recommend possible technical solutions
- Diagnosing problems, inefficiencies and weaknesses
- Planning and completing a project timeline
- Understanding and identifying the needs of clients
- Implementing a technological solution to meet the client's needs
- Deal with and report on security breaches
- Providing advice on technology best practices
- Collaborating with in-house support teams to ensure familiarity with technology
- Providing training to staff on any newly installed IT systems
- Monitoring the success or inefficiencies of provided solutions
- Producing reports

Personal Specification:

- Degree in Computer Science or similar fields
- Previous experience in IT consultancy or similar roles
- Experience with project management
- Excellent written and verbal communication
- Customer service focused mind-set
- Excellent problem-solving skills
- Analytical mind-set
- Good time management
- Strong organisational skills