



# TOAP Consulting Agency

6901 Okeechobee Blvd, Suite D5-H25  
West Palm Beach, FL 33411



## Job Title

Business Management Consultant, Level I

## Job Overview

Business Management Consultant, level I is an entry level position. In the position, the BMA will engage in a variety of duties and tasks. On any given workday, they may engage in job duties under the direct supervision such as the following:

- Learn about the client's business challenges and technologies to understand their business needs, interview company personnel.
- Review internal client company data such as financial statements, payroll information, or existing computer systems.
- Outline the scope of the work and identify and map out schedules, milestones, and required resources to meet the project objectives.
- Determine and communicate the work product or results that will be delivered to the client upon project completion.
- Develop and carry out communications to the company's senior stakeholders, company staff, and internal and external project teams.
- Conduct any required training classes for employees at a variety of levels.
- Provide respectful feedback to company management.
- Work tactfully to inspire faster adoption, greater utilization, and higher proficiency by employees regarding new ways of operating as a result of the consulting project outcomes.
- Develop research and data collection to understand the organizations conduct analysis!
- Interview the clients' employees, management team and other stakeholders.
- Identify and negotiate schedules, milestones, and resources required to meet project objectives.
- Implement recommendations or solutions and ensure the client receives the necessary assistance to carry it all out.

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The image shows a wooden desk with various office items: a calculator, a pair of glasses, and several documents with bar charts. The TOAP Consulting Agency logo is prominently displayed on the right side of the desk. The logo consists of a large, stylized 'A' inside a circle, with the letters 'TO' to its left and 'CONSULTING' below it.

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CONSULTING

- Lead and manage those within the team, including analysts.
- Manage projects and programs.
- Conduct focus groups and facilitate workshops.
- Effectively prepare business proposals and presentations
- Meet with client to ensure the provided solution is working.
- Other tasks as assigned.

## Qualifications for Business Management Consultant

- Additional qualifications or certifications a plus
- 2 – 3 years' experience as a Business Management Consultant or another relevant role
- Familiarity with common business software, project management programs and IT systems
- Ability to establish and maintain strong relationships and to influence others and move toward a common vision or goal.
- Effectively deliver projects on-time, on-budget within the scope that meets or exceeds stakeholder expectations.
- Understanding of marketing and advertising best practices
- Demonstrated experience in project management of extensive multi-phase projects.
- Impeccable organizational skills
- Strong working knowledge of business management best practices
- Aptitude for analytical and creative thinking

## Core Competencies & Skills

- Self-motivation and self-discipline
- Organizational skills
- Analytical, problem solving, and critical thinking skills.
- Listening, verbal communication, and interpersonal
- Writing skills
- Time Management Skills
- Creativity

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## Compensation & Benefits

TOAP Consulting Agency is a small business focus on business solutions for clients as such, staff are compensated based on experience and the company works to facilitate providing the tools for staff to be successful. Benefits are forthcoming and once available will offer to staff.

## How to Apply

Send a cover letter and resume, Human Resources, Attn: Team Development to [toapca@gmail.com](mailto:toapca@gmail.com).