

JOB DESCRIPTION

Management Consultant

Job Summary: Contribute to PRADCO's growth by applying skills in psychological assessment, coaching, and account management.

Essential Duties and Responsibilities:

- **Assessment:** Interpret test scores, profile responses and interview findings to accurately describe candidate potential for success in various occupational roles and their fit for relevant work environments. Assessments will consist primarily of entry level, service, individual contributor, and supervisory roles.
- **Leadership Coaching:** Utilize 360° or self-report data; engage participants in coaching interventions to facilitate their professional growth and development. Coaching will be done in partnership with other consultants. A proficient coach will develop an in-depth understanding of the data and practice rapport-building, clear communication and listening skills, understanding, empathy, goal-setting, action-planning, and authenticity.
- **Training:** Facilitate and lead group training events focused on skill development and team dynamics; assist with the development of training content.
- **Account Management:** Assist with managing small or house accounts. Understand the culture of organizations being served and become knowledgeable about their organizational structure, hiring needs, labor and personnel practices, core values and current problems. Assist in responding to requests for service and to secure customer loyalty to PRADCO. Suggest ways to best meet identified client needs.
- **Participate** in projects, sales calls, and other company initiatives.

PRADCO'S Core Values:

- **Integrity:** PRADCO employees treat people with honesty and respect; they honor their commitments and are direct, but empathic when sharing sensitive information; they possess knowledge and data to back up what they say and admit what they do not know. They tell the truth, even when doing so is difficult.
- **Quality:** PRADCO employees aspire to the highest standards of quality and adhere to best practices; they strive to be fully prepared, well-organized, and accurate in their work. They are attentive to detail and recognize that the quality of work is representative of themselves and of the company.

Corporate Headquarters

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PRADCO
DEVELOPING STRONGER ORGANIZATIONS

- **Service:** PRADCO employees maintain strong relationships with clients by offering the best possible service and consultation in the shortest possible time; they listen and probe to identify people's needs and go the extra mile to help and support others. They demonstrate a high sense of urgency, are proactive, and responsive to the needs of others.
- **Teamwork:** PRADCO employees proactively share their knowledge and experience for the benefit of others; they work together, capitalizing on their unique talents and abilities in pursuit of excellence; they collaborate and support one another both personally and professionally; they partner with others to meet their needs and be a valuable resource to them.
- **Accountability:** PRADCO employees consistently demonstrate ownership on both the big and little things; they accept responsibility for their actions, are transparent when communicating with each other, and share collectively in the wins and losses of the company; they expect honest and straightforward feedback from their colleagues and commit to provide the same; they deliver on their commitments and act in the best interest of their clients and the organization.

Requirements:

- Ph.D. or Masters Degree in Psychology or related discipline
- Knowledge of psychology and related behavioral characteristics is a must
- Excellent written and oral communication skills
- Strong interpersonal, interviewing, coaching and analytical skills
- Demonstrate a strong sense of teamwork and flexibility
- An ability to understand and describe human behavior within the context of various employment settings at all professional levels
- Some knowledge of work environments is helpful, but can be learned or augmented through experience and training
- Able to identify client needs to provide better service and increase revenue
- Display a positive and professional image to all people as a representative of PRADCO