



Opus Consulting Group  
770 Congress Street  
Portland, ME 04102

Phone: 207-619-1899  
www.opuscg.com

**Date:** 1/19/2017

**Position: Consultant** (Full Time)

**Location:** Portland, ME

**Reports to:** Management

**Travel required (% of time):** 25%

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### **Company's Mission Statement**

Opus Consulting Group is a business management consulting company. We partner with companies at defining moments of their evolution. We provide corporate renewal services, business acceleration and exit strategy planning, helping businesses perform in difficult environments and poising them for sustainable growth. Our consultants have years of experience across a variety of industries and disciplines.

Opus Consulting Group offers a wide range of business capabilities:

- Corporate Renewal & Turnaround Management
- Financial Management / Interim Management
- Mergers & Acquisitions Support
- Services for Lenders & Investors
- Exit Strategy Planning for Business Owners

### **Overview of Position**

Our growing firm is looking for a talented Consultant who is motivated, displays a high level of integrity, and demonstrates a proven track record of success in an advisory and leadership capacity. Opus Consulting Group works primarily with small to medium-sized businesses in the greater New England area. Each client engagement is unique and requires a custom solution. Our team works in a variety of industries across service offerings. The ideal candidate will possess an entrepreneurial mindset and find creative solutions for clients to improve a firm's operational and financial strength.



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### **Duties and Responsibilities**

The primary responsibilities within this position are listed below, but not limited to those listed:

- Assess client needs based on a firm's strategy, organizational structure and management to provide objective advice
- Develop recommendation and implementation plans to effectively communicate and induce organizational change
- Facilitate the change process and provide ongoing advisory to clients to monitor success
- Undertake industry sector research and identify specialty skill gaps
- Ability to work independently and demonstrated ability to direct others while managing the demands of an ever-changing environment
- Cultivate a trusting advisory relationship with clients exhibiting the highest level of integrity and trust

### **Qualifications / Skills and Abilities**

- Minimum 3 years or more in a leadership position related to operational and financial management
- Required MBA, equivalent professional degree, or work experience in a related field
- Entrepreneurial spirit
- Strong working knowledge of general accounting principles
- Experience using QuickBooks or comparable software
- Strong oral and written communication abilities
- Solid analytical and technical skills
- Work and time management
- Attention to detail and high level of accuracy
- Teamwork and collaboration
- Good interpersonal skills in an entrepreneurial setting
- Proven ability to perform accurately, ethically, and in a timely manner
- Detailed oriented; proven organizational and problem-solving ability
- Flexible and able to manage conflicting and changing priorities
- Effective team player with the ability to work independently and able to interface with many different clients / teams in different locations
- Able to use all related hardware and software
- Ability to maintain confidentiality a must