

**Copeland Buhl & Company PLLP**  
**POSITION DESCRIPTION**

<b>Title:</b>	Construction Systems Consultant
<b>Position:</b>	Technical
<b>Reports To:</b>	
<b>Work Location:</b>	Wayzata, MN
<b>Job Code/Classification</b>	Hourly; Professional

**POSITION OVERVIEW**

Position is responsible for the review and improvement of operating processes and IT mechanisms specific to the Construction Industry.

**KEY RESPONSIBILITIES**

- Advise on the design, planning, and installation of IT systems for clients.
- Provide recommendations on appropriate software, systems, and hardware.
- Installation of new software.
- Conduct trainings for end-users.
- Preparation of test plans and test scripts for system testing.
- Provide support during upgrades and implementations.
- Has working knowledge of construction related accounting principles such as job costing, overhead burden, retainage, allocations and WIP schedules.
- Has working knowledge of general accounting principles such as AP, AR, general ledger and payroll

**QUALIFICATIONS**

*Education:*

- Bachelor's Degree or equivalent combination of education and work experience in construction systems consulting to equal 5 years.

*Experience:*

- Experience in a help desk or customer support environment
- Basic experience with Microsoft SQL Server
- Basic experience with various reporting solutions Excel, SSRS, MR, etc.
- Basic experience with macros and simple programing.
- Familiarity with industry needs and systems.

*Skills/Abilities:*

- Strong Interpersonal skills, communication skills, active listening and customer-care skills.
- Excellent written and verbal communication skills.
- Strong organization skill.
- Ability to meet client expectations in a timely manner.
- Ability to analyze, solve and debug technical problems across multiple platforms.
- Ability to multi-task and adapt to changes quickly
- Technical awareness: ability to match resources to technical issues appropriately.

## OTHER INFORMATION

*This job description may apply to employees in different departments. The information below is intended to document the most common situations and may vary by position / department. Refer to management or human resources for specific information pertaining to this position.*

**Direct reports:** No  
**Indirect reports:** No  
**Working Environment:** Professional  
**Physical Demands:** Minimal  
**External communication and contacts:** Yes  
**Internal communication and contacts:** Yes  
**Other information:** n/a

This job description is intended to be a general guideline for applicants, employees and managers. It is not to be construed as an exhaustive list of all duties, expectations or qualifications. This description does not create a contract or guarantee of employment. Management reserves the right to modify job responsibilities, expectations and qualifications.