

Copeland Buhl & Company PLLP
POSITION DESCRIPTION

Title:	Construction Systems Consultant
Position:	Technical
Reports To:	
Work Location:	Wayzata, MN
Job Code/Classification	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.