



Opus Consulting Group  
770 Congress Street  
Portland, ME 04102

Phone: 207-619-1899  
Web: [www.opuscg.com](http://www.opuscg.com)

**Position:** Consultant (Full Time)

**Location:** Portland, ME

**Reports to:** Management

**Travel required (% of time):** 30%

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

Opus Consulting Group is a business management consulting firm with a cross-functional approach to performance management. We partner with companies at defining moments of their evolution and provide corporate renewal services, business acceleration and exit strategy planning, help businesses perform in difficult environments and poise 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 & Performance Analysis
- Business Acceleration & Corporate Strategy
- Mergers & Acquisitions Support
- Exit Strategy Planning for Business Owners

### **Overview of Position**

Our growing firm is looking for a talented individual who is motivated, displays a high level of integrity, and demonstrates a proven track record of success in an advisory and leadership capacity. Each client engagement is unique and requires a custom solution. The ideal candidate is a driven self-starter who possesses a forward-thinking mindset.

This position will also work with other portfolio companies of Opus Consulting Group including Opus Ventures and Nucleus One.

### **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
- Review internal client company data such as financial statements, payroll information, or existing computer systems



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- Outline the scope of the work and map out schedules, milestones, and required resources to meet the project objectives
- Cultivate a trusting advisory relationship with clients exhibiting the highest level of integrity and trust
- Work to inspire faster adoption, greater utilization, and higher proficiency by employees as a result of the consulting project outcomes
- Take on industry sector research and identify specialty skill gaps
- Develop business plans or plans for strategic growth and provide reporting
- Develop recommendations and implementation plans to effectively communicate and induce organizational change
- Any other tasks as required by client engagement or firm management

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

- 3 + years' experience in a professional business environment preferably in a professional services and/or consulting role
- Degree in Business Administration, Finance, Accounting, Economics, Marketing or other business-related field (advanced degree such as MBA preferred)
- Experience using Excel, Word and PowerPoint or comparable software
- Ability to create and manage budgets, financial plans and similar
- Entrepreneurial spirit
- Strong oral and written communication abilities
- Solid research capability, analytical and technical skills
- Work and time management
- Attention to detail and high level of accuracy
- Ability to work independently and demonstrated ability to direct others while managing the demands of an ever-changing environment
- 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
- Ability to maintain confidentiality a must

### **Requirements**

- Extended time sitting, standing, walking, and reaching; Close visual focus required
- May spend extended periods operating a desktop computer, requiring hand-eye coordination and finger dexterity; and communicating face-to-face, on the phone, and in writing



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- Ability to lift and carry up to 50 pounds for a distance of 100 feet
- Ability to travel to multiple locations with reliable transportation

Please submit your resume and cover letter to us in PDF format via email at [jobs@opuscg.com](mailto:jobs@opuscg.com). This position offers employee benefits.