

Client Delivery Team | Associate Consultant

Position Specifications

About SPI

Strategic Partnerships, Inc. (SPI) is a full-service, public-sector focused, consulting and research firm based in Austin, Texas. SPI specializes in government procurement consulting, governmental affairs services, and customized research. SPI is recognized as a pioneer in the business of partnering public and private entities for commercial purposes. To learn more about SPI, please visit www.spartnerships.com.

Job Responsibilities

- Provide support to Client Account Teams to ensure successful client engagements. Examples include:
 - Research and drafting reports
 - Managing client action plans
 - Gather, compile and synthesize business intelligence needed for the Client Account Team in fulfilling client expectations
 - Assist with researching business development opportunities,
 - Assist with political intelligence, and
 - Oversee internal managing protocol for team actions, etc.
- Perform business development functions for clients, identify potential projects and help to qualify them for clients
- Deliver information found to the Client Account Team and prepare reports for client delivery
- Be an active member of the team, contribute ideas for helping grow the client's public sector business

- Actively participate on client calls and in client meetings
- Perform all Client Account Team duties in a timely fashion
- Perform all other duties as assigned

Preferred Traits and Education

- Graduation from an accredited 4 year college or university
- Strong problem solving skills with the ability to identify and execute process improvements
- Demonstrated commitment to high quality client service interactions and consistent quality outputs – at least 2 years of client service experience
- Ability to solve logistical related issues and address client issues on a pro-active basis
- Proven written and oral communication skills
- Self-motivated, disciplined and able to effectively handle multiple tasks
- Strong interpersonal, organization and time-management skills
- Solid web based and computer skills, particularly internet searches and MS Office

How to Apply

Please e-mail a brief cover letter describing your interest in the position and resume to Imatisi@spartnerships.com. In the subject field of your email, please write *Client Delivery Team – Associate Consultant*.