



Job opportunity –CONSULTING SERVICES PROJECT MANAGER

Title: Consulting Services Project Manager

Location: Chicago, IL area

Job description summary: PLG Consulting, a boutique logistics and supply chain consulting firm based in Oak Park, IL and Chicago, is seeking an experienced, high caliber individual to manage various consulting projects and also help to set the direction, strategy, standards, and methods of our firm. The Project Manager leads teams of consultants to resolve complex business problems for a variety of clients in a variety of industries and directs, plans & implements the approach & objectives for the entire engagement. The role also includes managing the client relationship during the project and conferring with clients to set the strategic direction of the consulting engagement.

Key responsibilities:

1. Manages and drives client project engagements from start to finish, including, but not limited to:
 - a. Completing leadership of project life cycle
 - b. Managing client expectations and relationship
 - c. Ensuring that statements of work (SOW) are adhered to
 - d. Organizing PLG assigned project team members
 - e. Organizing additional required resources for the project
 - f. Establishing project timelines, work schedules, milestones/tollgates, due dates
 - g. Directing, organizing, managing the work performed by PLG contractors
 - h. Ensuring that all work and deliverables are consistent with and completely fulfill requirements of the Scope of Work
 - i. Managing project budget and profitability by meeting budgetary objectives
2. Participates in the project sales process, including:
 - a. Writing and assisting in development of client proposals and SOW documents, including designating assigned project teams and key experts to be utilized from PLG team
 - b. Preparing project budgets and work plans, including hours estimates for team members
 - c. Participating in the sales process including developing prospects and leads; drafting and negotiating the SOW and closing the sale.
3. Participates in/contributes to strategic growth initiatives and setting direction for the firm, including:
 - a. Attending industry conferences and conventions in order to grow personal and the firm's knowledge, exposure and reach while networking and helping cultivate new client prospects



- b. Assisting in management of the PLG consultant base, including inventory of skills and expertise, compensation, and resources
- c. Staying current on transportation and logistics industry news, events, trends
- d. Participating in the coaching, training, and development of project consultants and analysts
- e. Developing and formalizing PLG consulting processes, protocols, methods, and standards and helps to train others within the company to those standards.

Essential skills and experience:

- Prior successful experience as a project manager in professional services consulting (management consulting, accounting, engineering, or legal). Supply chain and logistics experience a plus but not required.
- Excellent computer skills, including a high level of proficiency in Microsoft Office Suite, PowerPoint and Excel in particular
- Well-developed analytical and organizational skills including attention to detail
- Demonstrated successful experience in managing/leading projects and project teams including meeting time and budget goals
- Four-year college degree; engineering, MBA or graduate degree a plus
- Strong process orientation – proven ability to create comprehensive work plans, with task steps, decision points, check-steps, priorities, and deliverables
- Strong client interpersonal relationship skills – ability to
 - Read clients and understand their needs, key drivers
 - Manage client expectations
 - Probe/be reactive to new opportunities with clients
- Ability to synthesize information, think broadly, and learn quickly
- Resiliency, determination, and perseverance – ability to break through barriers such as “it can’t be done,” “we can’t figure it out,” “I’m not getting any answers,” “I don’t know.”
- Ability and willingness to research and investigate unfamiliar ideas, information, concepts, industries, methods, disciplines, companies, services, processes, technologies, and topics to become educated as needed by the client, project, or PLG
- Ability to “take balls and run with them” – self-motivated and assertive enough to take ownership of and drive issues, tasks, concepts, needs, and ideas even in cases where direction, support, without assistance
- Excellent communication skills – including interpersonal, print, visual media, and speaking/presentation situations. Must be articulate and able to communicate thoughts, ideas, facts, and conclusions clearly with all levels of individuals
- Strong meeting and group facilitation skills.

Performance deliverables/goals (what this person will be evaluated on):

- A. Success in managing projects, as measured by client satisfaction, project profitability, and adherence to PLG’s core values



- B. Accuracy and timeliness of work
- C. Professional growth (ability to learn and apply new information, knowledge)
- D. Attention to detail
- E. Success of working relationships with PLG consultants
- F. Contribution to overall firm growth.

Work location and other details:

- Role can be based either in the Chicago area or Houston
- Some scheduling flexibility; can also work from home as needed and when agreed to with CEO. Travel expectation is 25-45%; typical PLG projects do not involve extended time at client locations.

Compensation:

1. Salary commensurate with experience
2. Bonus opportunity based on project job profitability, client satisfaction evaluations, and overall company success
3. 401K, health and dental insurance
4. Paid vacation

About PLG: PLG Consulting (www.plgconsulting.com) provides logistics and supply chain consulting services primarily focused on the industrial economy. Since 2001 PLG Consulting has helped over 200 shipper, carrier, investment, and government clients improve operations, reduce costs, mitigate risk, penetrate markets, and invest wisely. Our unique value proposition for clients combines:

- Decades of unique, specific expertise and experience,
- Practical, actionable insights, analytics, and solutions, and
- Customized excellence.

Our core values are to work as a team, shoot straight, do the right thing, and “get it done” for our clients. Our passion is to drive customer value on our path of becoming the preeminent supply chain and logistics consulting firm in North America.

To apply, please send resume and cover letter to Human Resources – HR@plgconsulting.com.

EOE