



POSITION: Workflow / Document Management Consultant – Atlanta GA

JOB SUMMARY

We are actively seeking talented consulting professionals with the skills and competencies required to handle all facets of complex software implementations from process analysis through go-live while providing the high level of service and support we demand for our clients.

JOB DUTIES & RESPONSIBILITIES

- Work closely with our client's executives and users to identify and specify complex business requirements and processes.
- Plan, architect, design, analyze, develop, code, test, debug, train, and document solutions to satisfy business requirements for large, complex projects
- Keep current on evolving technical and commercial developments in the marketplace.
- Provide onsite and remote access support to assist clients

JOB REQUIREMENTS

Education Requirements:

- Bachelor's Degree - concentration in computer science or management information systems preferred.
- MCSE or equivalent work experience

Experience Requirements:

- Minimum 3 years experience in software consulting or implementation - prefer an understanding of imaging, workflow and data archival technology.
- Strong software development knowledge and/or background in any of the following: Microsoft Visual C++, Visual Basic, Visual Interdev, ASP (Active Server Pages), and/or JAVA
- Programming background – COBOL, Pascal, other structured or 4th generation language.
- Experience with the following types of software packages a plus: Document Output Management (DOM), Enterprise Content Management (ECM), Imaging, Archival, Document Customization or Payment Processing.

Knowledge, Skills & Abilities:

- CDIA+, PMI Certifications, process analysis, project management skills, HTML, graphics skills are pluses.
- Practical knowledge of the following solutions: Hyland Software - OnBase or Optio Software are a huge plus.
- Business Knowledge – Familiar with business critical documents in various business departments (i.e. for Accounts Payable, Accounts Receivable, Warehouse, Shipping, Quality Control)
- Excellent writing skills with an ability to create high-quality, organized and concise documentation
- Candidates must be able to demonstrate that attention to detail and accuracy are strengths.
- Clear and confident verbal and interpersonal skills are required.
- Problem Solving – Ability to resolve customer problems with diplomacy, either directly or with your team's assistance
- Advanced troubleshooting skills
- Demonstrated dependability
- Commitment to quality and exceeding expectations
- Ability to travel up to 14 days a month.

Behavioral Attributes:

- Sound work ethic, good organizational skills and the ability to prioritize to meet daily work responsibilities and deadlines.
- Reliable and able to work independently, but also able to demonstrate supportive coaching skills when assisting other team members.
- Model Harvest Style behaviors: Unquestionable Integrity, Superior Performance and Never Satisfied.

Submit cover letter and resume to recruiting@harvesttg.com to be considered. Upon receipt of your resume, we will evaluate your experience compared to the job requirements and other current openings. If your background is determined to meet the specified criteria, someone will contact you.

Harvest Technology Group, Inc. is an Atlanta-based total Document and Content Management solution firm that provides strategic consultation and third-party software sales, integration, implementation and support services to commercial and government accounts in the United States, Canada, and Europe

We look to each of our employees to provide a significant contribution. Harvest Technology Group's compensation and benefits programs are designed to attract, retain and motivate the best employees. As a member of the Harvest team, you will share in the success of the organization.