Job Description for Portal Implementation Consultant

Responsibilities

1. Responsible for implementation of multiple portal projects
2. Follows Pay Asia Project Implementation Methodology & Best Practices
3. Requires interfacing with clients to conduct and analyze Requirements and Processes during Business Process Review Workshops
4. Identify process gaps and solution the design
5. Document business requirements as well as workflows and interface data flows
6. Maintain and update Project Documentations including Business Review Process, Project Status Report, Project Schedules, and Change Requests
7. Configures Pay Asia portal system according to clients' requirements
8. Manages and conducts data conversions, data validations and system Testing
9. Conducts User acceptance testing in portal for 100% accuracy before go live
10. Adhere closely to project deliverables and timelines to ensure delivery within schedule and quality
11. Provide presentations or training sessions both via remote web based presentations or in person
12. Supports client and helpdesk operations during initial live period and transition to the helpdesk operations department

Technical Skills

1. Demonstrated analytical problem solving and solution design skills.
2. Experience in design flow and process documentation
3. Experience in handling multiple projects of varied technology
4. Ability to learn and implement new and complex ideas and relay those concepts to others and apply appropriately
5. Highly developed computer skills, Word, PowerPoint, Excel
6. Ability to work with minimum supervision, and high degree of accuracy and keen eye for detail
7. Ability to multi task and handle concurrent multiple projects within tight deadlines
8. A team-player with excellent interpersonal and communication skills