



**Job Title:** Workfront Consultant

**Location:** Remote

### Overview

Founded in 2007, Rego Consulting has grown to be one of the largest Portfolio and Project Management consulting firms in the world. Over 600 organizations have been led through their PPM journeys by Rego Guides, including 40% of Fortune 100 companies and 60% of Fortune 20 companies.

Rego is the largest and fastest growing Workfront consulting firm and as part of that effort, we are looking for experienced consultants to join the team. A successful candidate will be passionate about their work, a self-starter and have an entrepreneurial mindset.

### Job Description

The Workfront Consultant is responsible for partnering with Rego's valued clients to help guide them in meeting business needs and maximizing the value from their Workfront investment. Through consultative skills, business knowledge and Workfront expertise, the Consultant will act as a trusted advisor to help clients make informed decisions.

### Responsibilities

- Conduct assessment and gap analysis (may also include maturity assessment) of organization's current/future state of work management and build road map of short-term/long-term goals
- Conduct discovery sessions to inform business requirements and solution design
- Responsible for the delivery of assigned projects and acts as the primary communication point with clients
- Act as a subject matter expert with a solid understanding and application of all Workfront capabilities
- Assist in the deployment and support of Workfront
- Configure Workfront objects to meet the business requirements
- Drive the definition, establishment and acceptance of best practices and common processes utilizing Workfront
- Define, create and complete functional tasks
- Prepare and present training materials
- Other duties as assigned

### Qualifications

- Minimum of 5 years of experience effectively leading large-scale projects/programs with significant change impact and multiple dependencies within and across organizational boundaries
- Significant Workfront experience in areas such as marketing, marketing operations, IT, or new product development
- Past client-facing consulting experience
- Bachelor's Degree; Master's Degree preferred
- Workfront certification preferred
- Ability to deliver on time and on budget



- Ability to work within a team as well as direct a team
- Ability to simultaneously execute multiple roles individually, including Project Manager, Business Analyst and Architect
- Proven track record to tactically manage projects thru to delivery
- Ability to communicate and build relationships with all levels of an organization (End Users – Sr. Executive Level), including both technical and non-technical audiences
- Capable and reliable in meeting tight schedules and deadlines as well as high attention to detail while maintaining clear customer expectations throughout the life cycle of a project/engagement
- Multi-disciplinary leadership capability, a strong customer focus, excellent people skills and the ability to develop process driven solutions
- Strong Microsoft office skills including Excel, PowerPoint and Word
- Ability to travel as needed. Typically, 50% or 8 days per month (Mon-Thurs). Travel amounts will vary depending on project and clients.

**The position offers**

- Competitive Salary
- Work from home
- Participation in Rego's 401(k) with a 3% match on contributions
- Medical, Dental and Vision Benefits

**TO APPLY:**

Please send your resume to [careers@regoconsulting.com](mailto:careers@regoconsulting.com)