

## Support Consultant Job Profile

### Berlineaton

#### Who We Are

Berlineaton is a boutique management consulting firm based in Victoria, BC, and has been working with public, private, and not-for-profit leaders in the areas of strategy development and execution, continuous improvement, and leader development since 1996.

We live by the words: 'Be Bold,' and seek clients, associates, and employees who share this outlook. Our mission is to serve alongside visionary leaders committed to delivering stronger futures for their organizations.

#### Your Role

As a bright, driven, and motivated professional, you will work on project teams to support a wide range of consulting engagements from stakeholder interviews and consultations, to planning sessions, and comprehensive strategy development engagements. The Support Consultant also plays an integral role in the successful execution of client engagements and will perform work independently as well as under the mentorship and coaching of a Senior Management Consultant. The following are the key duties and responsibilities of the Support Consultant:

#### *Client Engagements*

- Support onsite client engagements and note capture including preparation, follow up, and client interface
- Support organizational diagnostics, conduct surveys and interviews, draft, edit and proof reports, analyze data and prepare presentations
- Provide project management support including project tracking, budget preparation, time and expense reporting and reconciliation
- Assist in scheduling, logistics and travel arrangements for client engagements and utilize other project management tools
- Support Senior Management Consultants as required

#### *Business Development*

- Support the development of proposals for submission to prospective clients
- Assist in implementing our online and social media marketing strategy
- Assist in developing and refining training and other materials.

### **Internal Business Practices**

- Assist in internal projects that increase our team's effectiveness and efficiency
- Provide support, as required, to the administration of the firm

Position responsibilities will increase with the growth and development of the professional in this role.

### **Qualifications**

- Master's degree or undergraduate degree with related work experience after completing your degree (1 – 2 years)
- Outstanding record of academic achievement
- Demonstrated experience and skill using various computer applications such as Microsoft Office Suite (Word, Excel, PowerPoint), Visio, and website content management systems
- A keen interest in and demonstrated experience working with quantitative and qualitative data and using it to create clarity, tell stories, and make decisions
- An affinity for project management – defining the end goal, creating a project plan to achieve that goal, and proactively executing on the plan
- Proven ability to work on a team, in a fast-paced work environment, on multiple projects and tasks
- Strong verbal and written communication skills (including presentations to various sizes and types of audiences)
- Willingness to work overtime and flexible hours during peak periods
- Willingness to travel to client sites (mainly in BC and sometimes across Canada)
- Commitment to professionalism and client service excellence

### **'Nice to Haves'**

- Previous exposure to consulting through work experience, internships or school projects
- Experience with survey and experience management software (e.g. Qualtrics)
- Proficiency in written and spoken French

### **Why Join Berlineaton**

- Our clients are visionary leaders who embark on courageous endeavors with their teams and organizations. Berlineaton consultants work in concert with these innovative thinkers; we participate in challenging and interesting engagements that make our client organizations stronger and the world better.
- We are a deliberately small, high-performance team of management consultants and executive coaches; this position offers a rich and practical hands-on learning opportunity through training, mentorship, and coaching – a chance to learn first-hand, the 'ins and outs' of management consulting from experienced professionals.

- We are committed to professional development, particularly in the development of management consulting skills or industry/sector experience.
- We work hard but we also value flexibility in the workplace and respect the importance of family and personal commitments.
- We are entrepreneurs who are committed to the vision of a limitless future for Berlineaton; this outlook will create opportunities for a likeminded professional who participates pro-actively in the firm's evolution and growth.

### Salary

The salary range is \$40,000 to \$50,000 per annum (commensurate with education and experience). This is a full-time position starting as soon as possible. Candidates must be eligible to work in Canada.

### How to Apply

Please send your resume and a brief cover letter by email clearly indicating how your skills and experience meet the position qualifications to Tobias Mehra ([tmehra@berlineaton.com](mailto:tmehra@berlineaton.com)).

We will be accepting applications until **November 24, 2020**.

We thank all applicants for their interest. We will confirm receipt of your resume and let you know if we would like to set up an interview with you.