

## Part-Time Analyst Job Profile (10 – 20 hours per week)

### Berlineaton

**Application Deadline: September 2, 2022**

#### 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 or student, you will support our consulting teams with a wide range of consulting engagements from stakeholder interviews and consultations to planning sessions, and comprehensive strategy development engagements. The **Part-Time Analyst** 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 Part-Time Analyst:

#### *Client Engagements*

- Support client engagements through note capture and session notes including preparation, follow-up, and client interface
- Support organizational diagnostics, support surveys and interviews, draft, edit and proof reports, analyze data and prepare presentations
- Assist in scheduling, logistics and travel arrangements for client engagements and utilize other project management tools
- Support Senior Management Consultants as required

### **Business Development**

- Assist in implementing our online and social media marketing strategy

### **Internal Business Practices**

- Assist in internal projects that increase our team's effectiveness and efficiency

### **Qualifications**

- Working towards or recently completed a master's or undergraduate degree in business with related work experience
- Outstanding record of academic achievement
- Demonstrated experience and skill using various computer applications such as Microsoft Office Suite (Word, Excel, PowerPoint)
- 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
- Strong time management and prioritization skills, and the proven ability to work in a fast-paced environment, on multiple projects and tasks
- Strong verbal and written communication skills (including presentations to various sizes and types of audiences)
- Willingness to work flexible hours during peak periods
- Commitment to professionalism and client service excellence

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

- Previous exposure to consulting through work experience, coops, internships, or school projects
- Experience and skill using survey and experience management software (e.g., Qualtrics)
- Experience and skill using process mapping software (e.g., Miro)
- Experience and skill using website content management systems (e.g., Word Press)
- Proficiency in written and spoken French

### **Other Information and Requirements**

- This is a **part-time, contract-based** position (10 to 20 hours per week) with the potential to move into a permanent role.
- Working hours may vary depending on client demand. The Part-Time Analyst and Berlineaton will define a monthly schedule at the start of each month.
- This is a virtual position. The Part-Time Analyst will **not** work at our offices.
- Candidates will be provided with a Berlineaton-issued laptop for work-purposes only.
- Candidates must be eligible to work in Canada.



### Salary

- The salary range is \$20-\$25 per hour (commensurate with education and experience).

### Why Join Berlineaton

- Our clients are visionary leaders who embark on courageous endeavours 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 like-minded professional who participates proactively in the firm’s evolution and growth.

### 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)) by **Friday, September 2, 2022**

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.

