



Consultant Job Profile - 2023

Berlineaton

Start Date: Immediate or as soon as possible.

Who We Are

Berlineaton is a 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. We take pride in our unique, facilitative and highly engaging consulting approach that has delivered profound results for clients large and small across Canada.

Why Join Berlineaton

- 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. Compared to other firms, you will have high levels of exposure to senior leaders both internally with our partners, and externally with client leaders.
- Our clients are visionary leaders who embark on courageous endeavours with their teams and organizations. Berlineaton consultants work in concert with these innovative thinkers to co-create stronger futures; we participate in challenging and interesting engagements that make our client organizations stronger and the world better. While we are an intentionally small team, the impact of our work surpasses our size. Over the past 5 years, we have worked with clients across Canada, including Vancouver International Airport (YVR), Upper Canada College, and many senior executives in the BC Public Service, among many others.
- We have a unique consulting approach which emphasizes co-creating solutions with our clients, building stronger teams, and empowering individuals to be change leaders in their organizations. Unique to our firm, we leverage facilitation and engagement to build capacity and self-reliance in organizations and to 'work ourselves out of a job', to ensure we don't create dependencies on us. Our clients tell us that this approach is deeply impactful. It allows us to see the results of projects. While this approach is generalist in nature, it provides a strong consulting foundation that you can apply to successfully lead projects, design solutions, and implement change in any field.
- We are committed to supporting our team's professional development, particularly in the development of management consulting skills or industry/sector experience. We support the pursuit of the Certified Management Consultant designation, the official credential for management

consultants. Each year, each consultant develops a professional development plan that is supported in time and financial commitment by our firm.

- We work hard but we also value flexibility in the workplace and respect the importance of family and personal commitments. Due to the highly collaborative nature of our work, we work from the office most of the time and require our employees to live in the Greater Victoria Area; however, we support a hybrid workplace, as necessary.
- We are entrepreneurs who are committed to the vision of a limitless future for Berlineaton; this outlook will create opportunities for like-minded professionals who participate pro-actively in the firm's evolution and growth. As part of this, we offer increasing opportunities for ownership starting after your third year at our firm.

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, process mapping workshops, and comprehensive strategy development engagements. The Consultant 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 Consultant. The following are the key duties and responsibilities of the Consultant:

Client Engagements

- Support data gathering activities, such as surveys, interviews, and focus groups, conduct data analysis, and draft, edit, and proof presentations and reports;
- Support online and in-person client engagements, including administration and logistics, other preparation, note capture, session note development, and other follow-up;
- Provide project management support including progress tracking, budget preparation and tracking, and time and expense reporting;
- Assist in scheduling, logistics, and travel arrangements for client engagements; and
- Support Senior Management Consultants as required.

Business Development

- Support the development of proposals for submission to prospective clients; and,
- Assist in implementing our online and social media marketing strategy.

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Internal Business Practices

- Assist in internal projects that increase our team’s effectiveness and efficiency; and,
- 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

- A bachelor’s or a master’s degree in a business-related field
- An outstanding record of academic achievement
- Advanced verbal and written communication skills (including presentations to various sizes and types of audiences)
- A keen interest in and demonstrated experience analyzing 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 the plan
- Strong time management and prioritization skills, and the proven ability to work in a fast-paced environment, on multiple projects and tasks
- Demonstrated experience, proficiency and comfort using various computer applications, including the Microsoft Office Suite (Word, Excel, PowerPoint)
- Proven ability to work on a team
- Willingness to work overtime and flexible hours during peak periods
- Willingness to travel to client sites (within BC and across Canada)
- Commitment to professionalism and client service excellence

‘Nice to Haves’

- Previous exposure to consulting through work experience, Co-op, internships, or school projects
- Experience and skills using survey and experience management software (e.g., Qualtrics)
- Experience and skills using process mapping software (e.g., Miro)
- Experience and skills using website content management systems (e.g., Word Press)

Other Information and Requirements

- We are looking to hire for full-time positions. There may be a possibility for an internship or Co-op position. If this is something you are interested in, please clearly indicate this in your application, including the desired timeline.
- Please indicate your desired start date in your application
- Candidates must be based in Victoria or willing to relocate
- Due to the collaborative nature of our work, the Consultant is expected to work full-time at our downtown Victoria office. Hybrid work arrangements can be made on an exceptions basis after the employee has successfully completed their probationary period
- Candidates must be eligible to work in Canada
- Berlineaton is following the guidance of the BC provincial government and requiring all employees to be double vaccinated.

Salary

- The salary range is \$50,000 to \$75,000 per annum (commensurate with education and experience)

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** at tmehra@berlineaton.com. We are currently accepting applications on a rolling basis until the position is filled.

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.