

Business Analyst

AVANCE is an international boutique management consulting that combines best practices with a results-focused implementation approach. We strongly believe that advances in business and bottom line improvements will only last with high involvement, strong commitments and a solid motivation of the entire workforce. With people as the centerpiece of our work methodology we make an impact where it matters – at the point of execution.

Join the AVANCE culture where our work is our passion. We all seek to enjoy it and have fun while delivering operational excellence and committing to results.

Your tasks and duties

- Research support for the analysis and projects of our consultants
- Research on certain topics, concepts, markets and companies
- Aggregating, visualising and validating client data (mostly in Excel)
- Supporting the creation of slide decks for proposals, analysis results, project work and audits. Foremost by brushing and improving slides.
- Maintenance of CRM client data and support creation of sales reports
- Setting up, administering and summarising results of (online) surveys
- Supporting the preparation, execution and follow-up of client workshops and events
- Office Management, planning and organisational tasks for the consulting teams as required

Job Requirements

- You are output-oriented - you developed a sense of being focused and getting things done. You have an "Just do it!" attitude.
- Process orientation is a concept you embrace – you think of all inputs and outputs along the process
- You are constantly trying to deliver solutions, instead of solely presenting problems
- Asking good questions is something that motivates you and what you used as a tool to understand things better, to double-check and to improve your work
- You check for plausibility – you can ask simple questions and challenge results
- You care about details, but you also don't get lost in them – under pressure you can prioritise, get things done and deliver "the whole package" that is being expected
- You have solid knowledge of Microsoft Excel and PowerPoint – these will be your butter and bread tools!
- Ability and will to travel when required
- You speak English fluently

What we offer

- You are being actively involved from your first day
- You are learning the consulting business from scratch by working together with seasoned management consultants, industry experts and experienced entrepreneurs
- By doing research and supporting the work for multiple clients and projects you will have extensive, valuable insights and a steep learning curve.
- We support your personal and professional growth – join internal workshops on various topics

Interested? Join our team! Please contact recruitment@avancegroup.eu, add your CV and give us an impression on your relevant and practical work you've done so far.

Questions? Torsten will be your contact for any questions. Feel free to send him an email: torsten.arnold@avancegroup.eu