

At [Brightive](#) we care about building capabilities in the face of our consultants and we invest in their personal development to provide the best service to clients. Brightive implements a mentorship programme for its employees, developing their skills and extend their professional capabilities.

## Job description:

The Junior Business Consultant acts as an enabler for positive change within technology teams and across the business. The role requires a credible, forward-thinking individual who recognizes the opportunity that an IT transformation can bring to an organization. As a consultant you will engage different stakeholders across the business, prompting you to build solid working relationships with peers and senior leadership. The successful candidate will be involved in setting up and owning the operational capabilities of project management tools, to provide the best possible service to our clients.

As a Junior Business Consultant, you will support the management of IT transformation projects by:

- ⊗ Building, maintaining and managing senior stakeholder relationships
- ⊗ Managing the project/portfolio planning
- ⊗ Creating a visual project status report/dashboard for senior management
- ⊗ Managing and maintaining risk and issue logs (RAID log)
- ⊗ Administering the change management process as required and facilitating the process to obtain appropriate customer and internal approvals
- ⊗ Co-ordinating project document management
- ⊗ Distributing meeting agendas, recording and distributing meeting minutes, decisions and actions from project reviews

## Requirements:

- ⊗ Educational background in business administration, management, computer science or information systems is desirable
- ⊗ International experience or education, and the ability to travel and work in the EU are must
- ⊗ Comfortable with the possibility that international travel can be required for up to 50% of the year
- ⊗ Ability to demonstrate strong written, verbal communication and presentation skills to all levels of seniority and disciplines within the organisation
- ⊗ Ability to work closely with different business functions and understand their priorities
- ⊗ Be flexible and responsive, possessing the ability to plan and organise, while working on different projects at the same time
- ⊗ Full MS Office proficiency
- ⊗ Fluent in written and spoken Business English, any other foreign language is a plus
- ⊗ Good knowledge with practical experiences in applying project management methodologies (E.g. Agile, Waterfall, PRINCE2, PMI) is considered a plus

## Brightive offers:

- ⊗ A competitive basic salary + significant performance & utilisation related bonus
- ⊗ Medical + travel insurance
- ⊗ Public transportation card
- ⊗ Flexible working time and work from home policy
- ⊗ A structured career development path including company-covered support in the pursuit of Agile, Project Management (PMI and/or PRINCE2) and Business Transformation and IT consultancy certifications (BA and ITIL)
- ⊗ 5 days additional paid leave (total: 25 days)
- ⊗ An outstanding team of colleagues, based in a forward thinking and fun shared office space at Puzl CowOrKing Space
- ⊗ The opportunity to gain exceptional experience through involvement in some of the largest Business Change projects in Europe

To apply, you can send us a CV and cover letter at [career@brightive.net](mailto:career@brightive.net)