

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-902-2022
Company Name	Melius Consultancy
Industry	Consultancy Firm
Vacancy	Junior Business Consultant
Number of vacancies for that position	1
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	FT
Major(s)	Industrial Engineering, Business Management or related major
Degree	Bachelor Degree
Years of Experience	2 to 3 years of experience as Business consultant or equivalent (worked on 1 or 2 consultancy projects)
Location	Lebanon, Hazmieh (so preferably if the candidate lives in Beirut area)
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	800 USD
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Conducting research to gather data about a client's industry, competitors, or specific topics related to their business goals through a variety of methods (shadowing, interviews, surveys, reading reports etc.)</li> <li>• Developing client relationships by meeting with them regularly to assess their needs and progress and perform an initial assessment of a problematic situation</li> <li>• Creating proposals for new clients based on their needs and goals</li> <li>• Providing strategic advice to clients about how to improve their businesses</li> <li>• Formulating recommendations and solutions with attention to a client's wishes, capabilities and limitations forming concise reports</li> </ul>

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- Communicating with clients regularly to provide updates or answer questions about their projects
- Analyzing and interpreting data to unearth weaknesses and problems, and comprehend the causes
- Preparing presentations and training materials to educate clients on topics such as marketing strategies, social media best practices, or business leadership skills
- Preparing deliverables, proposals, scope of work, and follow-up on specific tasks related to support in office management
- Organizing and executing assigned business projects on behalf of clients (recruiting, payroll, promotional campaigns etc.) according to client's requirements
- Ensuring that all policies and procedures are followed, including creating new ones as needed
- Applying the Tender business development concept by searching for new tender opportunities, following-up processes (By using for example Al Dalil Al Madani)