

Consulting Team Support for Voluntas Advisory

Voluntas Advisory is a management consultancy firm driven by creating business strategies with a purpose beyond profit and developing policies for a sustainable impact. By working in the intersection between state and business, the interplay between society and market, and the synergy between citizen and consumer, we...

- ... create purposeful business and branding strategies,
- ... produce enlightening market research and impactful analyses
- ... deliver intelligence based, enlightened and innovative policy making

Voluntas Advisory is a sister company to Voluntas Investments. We have our HQ in Copenhagen, but our area of work is Europe, Africa and the Middle East.

Position Summary

As our Visual Graphics and Team PA, you will be part of our 'Private/Global' team. You will work in close collaboration with our consultants to develop high impact presentations, translating concepts and ideas into well-designed PowerPoint presentations and tables for client meetings. You will be working in a fast-paced, interdisciplinary environment along with highly engaged individuals committed to providing businesses with meaningful and sustainable solutions. You will also be responsible for ensuring effective project management by performing key administrative tasks, such as creating communication materials, issuing invoices, and coordinating calendars.

Main Responsibilities

- Collaborate on individual projects by leading design and visual communication activities
- Effectively translate analysis and findings into high-impact PowerPoint/Excel charts
- Support consulting teams in secondary research activities
- Contribute to build knowledge and moving the end result to the next level
- Provide ongoing development, creative guidance on projects and coaching
- Assist the team with project management and relevant administrative tasks

Professional Competencies

- Solid team player who is also an independent thinker
- Proactive and detail-oriented; with demonstrated ability to handle multiple projects and deadlines simultaneously
- Can work independently and take ownership of tasks from start to finish
- Result oriented with aspiration for high quality and innovation
- Strong interpersonal and organizational skills
- Highly reliable and able to perform and prioritize tasks under pressure and tight deadlines
- Strong verbal and written skills in English
- Flexible and adaptable to changes

Qualifications

- Relevant Bachelor's Degree
- 3+ years relevant years of experience in an MNC / Professional services environment
- Management experience in design/creative team set up is a plus.
- Deep knowledge of MS Office suite with emphasis on PowerPoint
- Content management, Web technologies, Visual Theory, AdobeCS are plus
- Good experience in simple illustrations and/or digital drawings and creating conceptual diagrams
- Basic business and analytical understanding, including Excel

How to apply

Please send a resume, grade transcript and a letter answering the following two questions:

1. If you could pick any person in the world to act as your personal mentor for the next year, who would you pick and why them?
2. Reflect on a time in the last few years when you felt genuine excitement about something
3. Describe the three most important attributes you would bring to Voluntas

Selected candidates will be invited for self-awareness interviews to discuss their virtues, interests, competences and experience and to test their problem-solving skills through case studies. For any inquiries feel free to contact Partner Peter Nyitrai pny@voluntasadvisory.com.

Deadline is October 20th - interviews will be conducted ongoingly.



**Honesty
above
compassion**



**Facts
above emotions**



**Humbleness and hard work
above good intentions**



**Self-awareness
above self-confidence**