

Business Analyst and Junior Consultant

Organisation Solutions is a leading growth consultancy with headquarters in Singapore. We do great work in strategy execution and accelerated leadership & team development and need to grow our team to meet the increasing demand for our services in Asia and beyond.

As a member of our team, you'll work with experts in the field of Organisation and Leadership Development, learn more than you can imagine is possible, and work with some of the most sophisticated companies in the world doing meaningful and enjoyable work.

The Role

Your main responsibilities are to:

- Coordinate, analyse and improve processes in our coaching and assessment business. This includes:
 - Improving and executing processes to provide great service to clients. This includes working with coaches to ensure services are delivered, creating reports for clients
 - Managing accounts for clients by providing proposals and managing contracts
 - Administering assessments and writing reports as needed
 - Collecting, analysing and summarizing information to update clients on services and to update marketing material
- Manage and improve our survey platform and administer client surveys and diagnostics; analyse data; create reports (current platform is Qualtrics)
- Provide analytics support to provide client insight and assist with product development
- Provide project support in areas of leadership development, assessment or other areas

As the consultant develops, they will be expected to participate in other types of consulting projects.

Desired Background

- Minimum of a Bachelor's degree in a relevant field
- 1-3 years of related working experience
 - Ideally this will include work in an HR or business consultancy
 - Having experience working within a global MNC or consulting with an MNC is preferred
 - Experience in business analysis or project coordination
 - Experience with surveys and data analysis
- Works quickly and with high standards – whilst managing complex details
- Manages detail
- Strong software skills (Excel, Powerpoint, Word, etc.)
- Fluency in English with excellent writing skills required

Living Our Values

Our values have not changed since we were founded nearly 20 years ago. Professionals who share our values of: Trusted professionals, Care for our clients' success, Fun to work with fit well with our company and enjoy it more

Location

This person must be based in Singapore, one of the most liveable cities in the world

About Organisation Solutions

Many of the worlds most admired and top performing companies seek our help in bringing their growth strategies to life. Core to this is growing their leaders and team faster to achieve and sustain business growth. We go great work and want to grow our team to meet the growing demand for our services.

Architects for Growth

Our solutions empower companies to execute winning growth strategies and develop the leadership capabilities this requires.

Global Perspectives from Asia

We integrate the best of research and practice to provide solutions that work globally and address the unique needs of high growth and emerging markets.

Growing Business and their Leaders

For more than a decade, Organisation Solutions has worked with leading global corporations to define strategic direction, align their organisation to enable growth and accelerate the development of their leaders to sustain this growth. What sets us apart is:

- Our growth methodology which accelerates strategy execution, improves alignment and builds commitment to ensure success
- Focus on helping to grow leaders faster so they can grow the business
- Global team of executive coaches experienced working in large MNCs
- Deep expertise in high-growth and emerging markets
- High-impact approach that is adapted for each client
- Collaborative approach that is based on principals of positive psychology
- Expansive library of proprietary tools and learning resources to augment skill development

A partial listing of our clients includes several of the most admired companies in the world

Allergan	Intercontinental Hotels Group
BHP Billiton	Johnson & Johnson
Cadbury	Kraft
Chubb	Microsoft
Cisco	Merck
DANONE	Morgan Stanley
DeBeers	NEC Corporation
Disney International	Nokia and NSN
Electrolux	Novartis
GSK	Thomson Reuters
Hewlett Packard	Royal/Dutch Shell
Honeywell	VISA International

Please see our website for an overview of our offerings: www.organisationsolutions.com