

Job Description

Job title Assistant Consultant
Location London

Company

Remit Consulting is an independent management consultancy specializing in real estate. Our European team offers consultancy services to a wide range of companies, including investors, occupiers, property services firms and the public sector.

Many of our clients are large, blue chip, international real estate companies and global corporate RE teams and we are proud of the reputation we have for helping senior teams transform and improve their businesses.

We offer advice to clients in the following areas:

- Business strategy;
- Real estate IT and systems;
- Business improvement and outsourcing;
- Compliance.

We are looking for graduates with drive and commitment who want to kick start their consulting career with work at the sharp end. This is an opportunity to develop skills in this area by supporting work conducted at Board level and with a focus on driving out real benefit.

More information can be found at Remit's website: <http://www.remitconsulting.com/>

Assistant Consultant role

We wish to appoint an Assistant Consultant to work with the London team on consultancy projects.

You will have a business or property related undergraduate or Masters degree. Fluency in more than one modern language would be desirable. We are really looking for strong analytical ability, flexibility to take on any problem and an attitude to get things right first time.

We encourage Assistant Consultants who are property graduates to work towards their RICS qualification.

This role is intended to start as soon as possible. Applicants should be based in or near London.

Occasional international travel will be necessary.

Main duties

To assist Remit Partners, Directors, Associates and Consultants in undertaking work to complete client projects. Typical work will include:

- Preparing documentation and presentations for meetings, minuting the outcome of the meetings documenting the agreed outputs and managing action lists;
- Preparing project management reports and managing timescale and resources with the project manager;
- Attending client workshops and drafting Business Process Maps, Functional Specifications and Reports;
- Assisting in the preparation/presentation of sales and marketing proposals and attending marketing and sales meetings with Remit Partners, Directors and Associates;
- Planning/undertaking research with other members of the Remit team as part of client projects or our on-going industry benchmarking and marketing initiatives, and, amongst other things:
 - Structuring, analysing and preparing draft reports of the data received;
 - Administering the research projects and liaising with the respondents;
- Helping to keep the Remit website up to date and helping with the preparation and mailing of the regular newsletters and other mail shots;

Remit Consulting does not have a certificate of sponsorship for this position, so the onus is on an applicant to ensure they have the correct eligibility to work documentation in order to take up an offer of employment that might be offered in relation to this recruitment exercise.

If you meet these criteria and would like to be considered for this role, please send your CV with a covering email to:

Yvonne Waller – yvonne.waller@remitconsulting.com - 0780 163 9934