

**Job Description Form**

<b>Division/Department:</b>	Consulting	
<b>Location:</b>	Hazmieh, Mar Takla St., Beirut, Lebanon	
<b>Job Title:</b>	Analyst	
<b>Reports to:</b>	_____	
<b>Level/Grade</b>	<b>Type of position:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<b>Hours</b> _____ / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
<b>General Description</b> We are seeking an “Analyst” who comprises good commercial awareness, fundamental analytical and conceptual thinking skills, persuasive abilities and great interpersonal skillfulness, in addition to being highly self-motivated and detail-oriented; his/her job involves gathering information, collecting and analyzing data, and offering recommendations intended to rationalize procedures and bolster profits etc.		
<b>Duties &amp; Responsibilities</b>		

- Evaluate business processes; foresee requirements, pinpoint areas for progress, and expand and adopt solutions;
- Develop optimization strategies;
- Organize Benchmarking data and information on metrics for processes;
- Research, collect and organize information;
- Analyze data and prepare reports that recap findings.
- Carry out meetings and schemas to share viewpoints and results;
- Carry out requirements analysis;
- Share your insights and plans with cross-functional team members and board;
- Collect important data from meetings with different stakeholders and produce functional reports;
- Offer guidance, training, and instructions, to junior members;
- Preserve cost efficiency;
- Supervise projects, develop scheme plans, and observe performance;
- Prioritize initiatives on the basis of business requirements;
- Examine deliverables and guarantee project timeline completion.

<b>Project and Quality Management</b>
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| <ul style="list-style-type: none"> <li>• Ensure advisory&amp;co' ambitious anticipations for quality across all allotted projects and deliverables under their management.</li> <li>• Be a value added asset to the expansion of project management, quality assurance and proficient consulting and assessment methodologies.</li> </ul> |
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<b>Education Requirements</b>
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An Analyst ought to hold a Bachelor's Degree or a higher level degree i.e. Master's in the consulting firm's specific discipline.

Must have 1-3 years of expertise and know-how in the specified field or its equivalent/pertinent

<b>Salary&amp;Benefits</b>
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**Why Join advisory&co**

- You will attain a vibrant career and be involved in advancing a flourishing business.
- We regard elasticity and flexibility in the place of work and comprehend the significance of family or additional individual obligations.
- We decline to smolder and demotivate people and are fanatical about delivering equilibrium over the year.
- Everyone at advisory&co has a vigorous dose of humbleness and positive attitude.

- Loads of consultants and personnel you will operate with are prominent in the business, including former CFOs, CEOs and professionals who you can acquire from.

**Reviewed by:**

**Approved by:**

**Date Posted:**

**Date Hired:**

**Title:**

**Title:**