

OPPORTUNITY TO JOIN THE TEAM

Vienna-based INTERN in CONSULTING & BUSINESS ANALYSIS (Persian & English speaker)

Part-time: 25-35 hours per week

Location: Vienna, Austria

Atieh International is an independent, Vienna-based strategy and management consulting firm. Our focus is to provide our clients with essential strategic intelligence for key business decisions in emerging markets. Our specific focus is on West Asia including the Middle East and North Africa, with a special focus on Iran. The firm consists of distinct divisions working on macro and micro levels:

- **Strategy and Risk Management, Human Capital Consulting**
- **Talent Acquisition, Management and Development**
- **Learning and Development Strategies and Solutions**
- **Developing Intercultural and Global Team Competence**
- **Education and Knowledge Transfer Consulting**

To support our local team, we are looking for an intern with excellent Persian language skills to join our team in **Strategic Consulting & Business Reports**. The intern will work closely with and report to the Senior Consultant and Director.

General responsibilities

- Follow up on projects as directed by Senior Consultant/Director
- Manage projects within timeframe and resources
- Prepare reports and documents as required
- Support all projects within company, as and when required on a priority basis
- Provide administration support to projects
- Research issues and topics as directed

Key responsibilities

- Researching and gathering required information
- Initial write-up of reports
- Translating and analyzing data and information
- Cooperating in projects, organizational and strategic support

Required qualifications and skills

- Good command of oral and written English
- Strong command of oral and written Persian; ability to draft documents and reports
- Completed undergraduate university degree, preferably in a business-related field

- Relevant experience in a consulting, business-related field
- Good computer skills in Microsoft Office (Word, Power Point, Excel) and fluent in online research
- German language skills are an added benefit
- Excellent people skills and a strong team player
- Able to work independently with good work discipline and ethics
- Exhibit accountability, accuracy, resourcefulness and a solutions oriented mindset

Benefits

- Part-time internship with an international focus
- Gaining knowledge in strategic consulting and analysis
- Experience in working with emerging markets with key players in the field
- Strong learning and development opportunities
- Collaborate in a small, open, dynamic and friendly environment
- Possibility for junior consulting position after an initial starting period
- Good salary with strong learning and development opportunities

Interested applicants should send their CV to info@atiehinternational.com by **15 October 2017**. An updated CV/ LinkedIn profile should be accompanied by a covering letter explaining why the applicant feels he/ she is suited for this position.

Following a CV screening, potential applicants will be invited for an interview and assessment. The position will commence in November 2017.

We thank you in advance for your interest. Should you have any questions, please do not hesitate to contact info@atiehinternational.com.

Best wishes,

Atieh International Recruitment Team