



# iMinder

**Our Advisory firm, based in Nicosia, led by a dynamic team of highly experienced professionals, in Cyprus and Europe, is seeking for a passionate Advisor to join our team of experts and provide exceptional Advisory services.**

**Position: Junior Business Consultant (REFERENCE CODE: IMA2301)**

**Requirements:**

- BSc in Business Administration with specialization in Supply Chain & Operations or BSc in Mechanical Engineering with specialization in Supply Chain & Operations
- MSc in Supply Chain & Operations Management/ MSc in Business Administration/MSc in Big Data & Analytics/MSc in Management Information Systems/MSc in Economics/ MSc in Mechanical Engineering
- Very good knowledge of English and Greek language
- Very good knowledge of Microsoft Office (Powerpoint, Excel, Visio, etc)
- Good knowledge of Autocad will be considered an advantage
- 1-3 years of working experience in any industry

**Indicative duties:**

- Supports the company's projects with emphasis on Supply Chain & Operations
- Records, processes data, based on the instructions given to him/her by the Project Manager
- Develops work plans, supports the day-to-day work and efforts of the project team and the collaboration with the client's project team for the successful completion of services
- Schedules interviews and participates in diagnosis steps, based on the instructions given to him/her by the Project Manager

**Personality characteristics:**

- Very good planning skills
- Excellent verbal and written communication skills
- Analytical thinking
- Passionate and target devoted
- Ability to work well under stress
- Energetic, pleasant and team player

**Benefits**

- A competitive remuneration package with 13<sup>th</sup> salary and flexible working hours
- Structured career path
- Continuous mentoring and coaching for personal development
- Continuous training for personal development

Interested applicants **should send their CV until 31/01/24 to the e-mail address [info@iminder.com.cy](mailto:info@iminder.com.cy)**  
Only the successful applicants will be notified. All applications will be treated in strict confidentiality.