



As an international consulting firm, we support business owners (entrepreneurs and shareholders) searching for senior executive team members, evaluating their top management, and staffing their advisory boards. We also advise on and support change processes, succession planning and ownership changes. We focus on quality over quantity. Our core values are professionalism and transparency.

Für our office in Frankfurt am Main we are looking for:

## Working Students

### We have the right job for you: Your tasks & responsibilities

- Working closely with our consultants, you will manage and coordinate national and international projects and ensure that they are carried out efficiently.
- Your responsibilities include all research topics - this includes the creation of target company lists and talent pools, the identification and screening of relevant candidates as well as supporting the analysis of industries and markets.
- In addition, you will be responsible for preparing business and project documents (presentations, reports, etc.) for clients as well as for internal purposes.
- You will also coordinate the creation and updating of person and company records in our database.
- You will also oversee the production of our publication "The Trusted Advisor" together with the consultants.
- In other words: You are the central contact person for all project-related topics, have creative freedom, work to improve processes and actively shape the company's development.

### You have what it takes: Your profile

- Ideally, you have already gained practical work experience in a professional services firm (e.g. HR consulting, strategy consulting, auditing, market research) during your studies.
- Your functional experience is focused on the conception, planning and implementation of various research projects and analyses concerning markets, companies and organizational structures.
- Furthermore, you have already gained experience in the documentation of processes as well as in the preparation of reports and presentations.
- You will ensure that various processes within the project work run smoothly and demonstrate good time management, quick learning ability and are able to work structuredly, reliably and independently.
- We are looking for someone with an open, friendly personality with a high degree of professionalism, quality orientation and good communication skills.
- Excellent knowledge of German and very good knowledge of written and spoken English.
- Experienced user of MS Office, ideally also some experience using databases
- At least 6 months, ideally 1 year of availability during which you can support our team.

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## Your opportunities

- We offer you an interesting job full of variety in an international working environment with a wide range of insights into issues relating to strategy, organization and human resources.
- Challenging tasks as a valued team member in an international working environment.
- Acquiring experience in strategic business and HR consulting.
- Flat hierarchies, open-door culture and good working environment.
- Flexible starting dates and working hours (15-20 hours/week, half- or full-day).
- Accommodation of your obligations as a student.
- Option to work remotely.
- Beautiful old building office with a garden directly on the banks of the Main, within walking distance of restaurants, cafés and bars near the Frankfurt main train station.
- Opportunity for permanent employment after successful completion of studies.

## Interested?

We look forward to receiving your application, which you can send by e-mail to [career@avs-advisors.com](mailto:career@avs-advisors.com).

We assure you: We will get back to you!

If you have any additional questions, Tatjana Petrovic ([t.petrovic@avs-advisors.com](mailto:t.petrovic@avs-advisors.com)) will be happy to answer them.

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