

# Business Analyst/Consultant Position

## About ProOrbis

ProOrbis, LLC is a high-end, boutique strategy consultancy specializing in the application of advanced management innovations to some of the world's leading companies. The ProOrbis® Framework is our proprietary paradigm and analytic techniques for dramatically improving the return on investment in both tangible and intangible assets. This revolutionary approach is a remarkable management innovation bringing to life the value of investments companies make in intangible assets such as human capital, technology, brands, customer relationships. Our methods are licensed directly by our clients as well as offered through our partners who join us in our passion for improving the way companies make decisions about their most valuable assets.

Visit our website at  
[www.ProOrbis.com](http://www.ProOrbis.com)

## Job Summary

### Description

ProOrbis is seeking an Analyst/Consultant based in our Malvern, PA headquarters. Our ideal candidate will have a degree in business, finance, economics, operations research, organizational development or like discipline with outstanding organizational skills, detail oriented, a desire to learn, impeccable personal and professional integrity and presence and a willingness to "do what's required" as a member of an elite consulting team. This role works directly with senior professionals which offers significant learning opportunities, but requires exceptional maturity. Several years of work experience is highly desired, but not necessary.

### Requirements

This role provides project support – notes, syntheses, dashboards and templates using our proprietary ProOrbis® Framework. Expectations include:

- ◆ A command of the technology and production of deliverables in the desired formats with minimal supervision
- ◆ Transform concepts and data into synthesized formats such as: visual displays of information, written paragraphs, or verbally described
- ◆ Synthesis of large quantities of financial, market or operations data into meaningful arrays and measures to support executive decision-making
- ◆ Set up, coordinate and document client meetings easily and without instruction
- ◆ Execute any back office functions of a small business, including answering phones, making travel arrangements, invoicing and billing analysis as required

### Compensation

Compensation includes base salary and benefits commensurate with demonstrated capabilities. Opportunities for bonus compensation are substantial and in keeping with the contribution to our company's performance.

### This may be the opportunity for you if you:

- ◆ Work well in a challenging and fast paced environment
- ◆ Possess strong communication and organization skills
- ◆ Are comfortable with flexibility
- ◆ Are ready to join a dedicated team doing important work

## To Apply

Please submit your resume and a cover letter expressing how you would be a good fit for this assignment in our company via email to [support@ProOrbis.com](mailto:support@ProOrbis.com). To learn more about us, please visit our website at [www.ProOrbis.com](http://www.ProOrbis.com).