Junior Associate

An Oakland, CA-based professional consulting firm seeks a Junior Associate to provide a range of management consulting services to our clients. The position requires a highly organized and analytical individual who possesses a background in business administration, economics, engineering, construction management or a related field. Off-site work at client locations may be required. This position is available on a per-diem, part-time or full-time basis.

The ideal candidate will possess the following essential skills:

- Solid research, writing, editing, and proofreading ability

- Excellent communication skills, including the ability to interface successfully with clients, subject matter experts, managers, and team members

- Demonstrated quantitative and qualitative analysis ability

- Strong computer skills including experience with the full Microsoft Office Suite, including Word, Excel, and PowerPoint (experience with information systems development and/or systems engineering is a plus)

- The ability to produce quality work under tight deadlines

- The ability to multitask, problem solve and adapt to changing priorities

- Business analysis and project management

- Knowledge of and/or experience with client-specific processes and formats in the transportation, construction and systems engineering fields

- Knowledge of and/or experience with project scheduling, (using both Oracle Primavera P6 Release 8.2 or later and Microsoft Project 2010 or later software) project administration, special assignments, marketing and automatic fare collection system research is a big plus

Minimum Qualifications:

- A bachelor's degree in business, economics, engineering, construction management or a related field.

This is an exciting opportunity for a fast learner with the essential skills and a strong work ethic. The compensation is competitive.

You must use the link below to apply and submit a cover letter describing/detailing why you are the ideal candidate for this position, and your resume, and your salary history/requirements. Submit your documents in Microsoft Word format ONLY. We will not consider pdf documents or incomplete submittals.

APPLY