



Job Posting

Junior Consultant

We have an exciting opportunity to join our growing organization.

Caras Consulting has 2 divisions: Human Resources and Process Excellence.

In this full time, permanent role, you will support the Heads of both divisions. This is a unique opportunity to expand your HR knowledge and apply your analytical skills with process mapping and project execution. You will also support and manage broader business initiatives covering marketing, sales, finance, IT and research.

This role is right for you if:

- You thrive in an environment where two days are never the same, you have a broad interest in all aspects of business, and have an entrepreneurial spirit
- You hold yourself to the highest standards and have exceeded expectations in all your previous jobs
- In your previous jobs, your focus has been continuous improvement of your own work processes. Bonus points if you've improved your departmental or organizational processes
- You're good at math, are comfortable working with numbers, and have a keen interest in, or prior knowledge of, Lean Six Sigma methodology
- You like interacting with people at all levels of an organization, and are a master at building relationships
- You grasp new technology, tools and software quickly, especially cloud-based apps and are an active user of social media
- You like challenges, take initiative, plan and see projects through to completion
- You have 2+ years of human resources experience (preferably in financial services, real estate or consulting) and 3+ years of general work experience in any industry
- You are comfortable working from a remote location and able to travel to client sites when needed (across Canada/US – expenses will be paid)

While your tasks will be diverse in complexity and subject, here is a sampling of things you will be responsible for:

- Support HR and recruitment activities for clients
- Research HR and Process Excellence practices and trends
- Create pitch presentation decks for prospective clients and assist with client presentation decks
- Create process maps in Visio
- Attend client meetings with practice Heads, take and/or transcribe notes from meetings and prepare material as needed
- Research companies, leads and clients for both practices and keep practice Heads informed
- Maintain CRM contacts and Email Service Provider email lists; provide reports based on custom segmentation as needed by practice Heads
- Manage content calendar for social media and content marketing for both practices and assist with research and posting

- Update bookkeeping software with financial information, receipts and prepare minor financial analyses, as needed
- Report on website and social media analytics and make recommendations for improvement
- Work with contractors to manage projects related to graphic design, video editing, and web development

We are offering a very generous compensation package, including competitive base salary, annual bonus, fully paid benefits plan, and generous paid time off. If this opportunity sounds like it's made for you, we'd love to hear from you.

Application process:

Send your resume to Sadaf Shaikh at ss@carashrconsulting.com

Record a smartphone video (2 minutes max) telling us why you're the right person for this role. Video can be sent via email, YouTube link, or DM on Instagram @carashrconsulting.

Please let us know if you require accommodation during the interview process.