

Job Posting: Junior Consultant

Reeve Consulting is a boutique consultancy based in Vancouver, BC specializing in the development of sustainability strategies and the implementation of ethical and sustainable purchasing programming for business, government and non-profit organizations in BC and across North America. We seek highly motivated individual to join our team as a junior consultant; someone who has outstanding communication skills and is passionate about helping organizations implement successful ethical and green purchasing programs.

Responsibilities will include:

- Planning and implementing customized ethical and sustainable purchasing policies
- Making presentations to clients, industry associations
- Best practices and industry trends research
- Leading project team and client meetings / note-taking
- Coordinating stakeholder consultation programs
- Report writing, editing and production
- Coordinating work planning with other consultants and associates
- Producing and writing sustainability purchasing training materials
- Maintaining the corporate website and blog including researching blog articles
- Project management including managing multiple projects concurrently
- Networking and developing new business opportunities to grow the firm
- Writing proposals

The incumbent will have the following qualifications:

- University / college degree or equivalent business experience in corporate social responsibility, sustainability, community development or environmental studies
- In-depth knowledge of sustainability issues and ethical and sustainable purchasing

Requirements and success factors include:

- Demonstrated skills in managing multiple complex projects and client relationships
- 1-2 years experience in providing consultancy services to the business / institutional sectors
- Knowledge and understanding of organizational sustainability issues, policies and practices
- Talent at developing and managing relationships with potential clients and partners
- Strong knowledge or ability to learn about other technical applications (Examples: project management software, adobe PDF reviewing, screen sharing software, online calendars)
- Experience in, and familiarity with, the procurement process and ethical sourcing issues
- Experience with training, communications and facilitation
- Excellent verbal and written communication skills, presentation skills and outstanding diplomacy
- Well-practiced analytical and critical thinking skills and creative problem solving ability

We are looking for someone to join our team on a full-time contract basis to start with the potential for permanent employment. Working hours can be flexible. Candidates should have their own laptop computers equipped with MS Office and a mobile phone. Salary will be based on an hourly rate and will be commensurate with experience.

We are an innovative, exciting and growing firm. This position offers a great opportunity to learn about the inner workings of a small consultancy and offers potential for career growth. For more information on Reeve Consulting, please visit our website at www.reeveconsulting.com

If you are interested in this opportunity please send your curriculum vitae with a covering letter by email to info@reeveconsulting.com by **September 30, 2012**. Please identify the name of the position that you are applying for in the subject line of your email and cover letter. We will only accept email submissions, so please do not call. Only candidates that are under consideration will be contacted.