

Junior Consultant job vacancy Harwood Levitt Consulting

Harwood Levitt Consulting is a boutique consultancy that delivers strategic counsel on public policy issues for Fortune 500 companies, industries, and organisations.

We bring strategic and creative thinking to a wide range of cross-sectorial campaigns, bridging the gap between public affairs and management consulting, influencing policy, the public and commercial strategies. We support companies and organizations engaging across key levels of national, European, and global policy.

We are a dynamic, diverse, and flexible team looking for fast-thinking, creative problem solvers with an entrepreneurial spirit who are ready to take on new challenges and responsibilities in a growing, dog-friendly firm.

We are looking for a Junior Consultant to support and engage with all aspects of the agency. This is a fast moving, quick learning, multifaceted role. It requires a business-minded team member with an interest in European / global political affairs. You should have a solution-oriented approach, be well-organized, and flexible in your ability to support your team.

For further information on our work, please consult our [website](#) and our profile on [Best in Brussels](#).

Key responsibilities include:

- Capturing key actions and takeaways from internal and external meetings, including brainstorming sessions and workshops
- Drafting briefs regarding EU political and policy priorities
- Policy monitoring and analysis
- Preparing for client meetings and supporting materials
- Supporting senior colleagues in workshop planning and implementation
- Preparing, researching, and supporting client accounts with ad-hoc tasks, including stakeholder mapping, deck designing, initial content generation, financial admin
- Support HLC functional and operational teams (i.e., Marketing activities, Trainings, Social activities)
- Team collaboration on day-to-day office-related management

Skills / qualities we are looking for:

- Eagerness to learn and understand the inner workings of Public Affairs and HLC
- Strong research abilities, especially concerning media analysis and EU political processes
- Good writing skills
- High attention to detail and highly organised
- A positive “can do” attitude that includes a solution-oriented approach and a collaborative team spirit

The candidate’s required qualifications:

- A Master's degree in business, political science, EU politics, International Relations or similar
- English language skills at native-speaker level
- Second EU language advantageous
- Advanced IT skills in MS Office, particularly Word and PowerPoint
- Right to legally work in Belgium

Type of contract: 12-months 'Convention d'Immersion Professionnelle' under Belgian law.

Remuneration: +/- €1450 per month

Starting date: September 2024

Applications should consist of a short motivation letter and a CV. In their letter, candidates are requested to explain what makes them different, why they would be a good fit within our team, and why they have chosen HLC. CVs should be in PDF format; **no Europass CVs please**.

Please send your application to jobs@harwoodlevitt.com with the title "Junior Consultant Position" in the subject line, and state when you would be available to join our team. Deadline is **7 June 2024**. Typos will immediately disqualify your application. Due to the high number of applications we receive, only short-listed candidates will be contacted.