

People Operations Officer

As a consulting organization, our people are our greatest asset. We pride ourselves on the quality of our consultants, who show exceptional commitment, curiosity, rigor and initiative to deliver the best results for their clients. We are growing and professionalizing as a club and want to ensure that we can continue to maintain this high standard in our member, and to provide them with opportunities to further develop as consultants. In close collaboration with the other board members, **the People Operations team will be in charge of the recruitment and training of our members.**

Member Recruitment and Selection:

- Prepare the application period, including reviewing application processes (forms, screening criteria, interview formats) and deadlines with the Project Coordinators
- Plan and schedule the recruitment interviews and liaise with applicants
- Communicate selection and rejection decisions to candidates
- Work with the Client Relations team, Internal Vice President, Project Coordinators and the President to effectively allocate selected consultants to teams

Events & Trainings:

- Plan team building events for consultants and board members (on- and offline)
- Plan and organize workshops with our corporate and institutional partners
- Organize mid-term and final presentations among other social events

Management of the member base:

- Conduct satisfaction and feedback surveys to improve the experience of our members (recruitment process, project work, club dynamics, etc.)
- Manage alumni relations
- Prepare and issue certificates of membership for members

For this role, impeccable organization skills and a keen interest in people's development are a must. We are looking for a member who will be able to work autonomously and manage crucial member engagement and administrative processes, enhancing the experience of our members and strengthening the internal processes of the club.

To apply as **People Operations Officer**, please use [Application NSC – Fall 2024 – People Operations Officer] as the title of your email: nsc@novasbe.pt

For questions, please contact the current PO team: Carolina Quinaz (51662@novasbe.pt), Margarida Renda (51892@novasbe.pt), Lea Fendler (61918@novasbe.pt).