Position: Business Acceleration Office	

Department	**Business Acceleration Office (BAO)**
Supervisor	**Teresa Lobato**
Main Functions	• Part of project management team supporting on the diagnosis and implementation of strategic and transversal, organizational and operational projects • Helps coordinate stakeholders and drive progress to make sure implementation pace target is met • Works with involved teams to create solid action plans that can be monitored, foreseeing interdependencies and risk • Contributes to projects with content work, analyzing the business and gathering relevant requirements to propose innovative solutions across different areas • Performs analyses, benchmarking studies (internal and external) and business cases related to process and organization • Contributes to setting up the infrastructure needed to successfully implement business transformation and process improvement initiatives – tools, reports, models, etc. • Support evolution of key formal mechanisms (namely performance mgmt.) to drive change as needed
Qualification (Engineer, Economics…)	• Bachelor's degree in Business or Engineering (analytics & management) • Data analyst/scientist could also be considered
Languages	• Full proficiency in Spanish • Full proficiency in English • Portuguese is a plus
IT Skills	• Proficient with Microsoft Excel, Word and Powerpoint. • Proficiency with Power BI is a plus (ability to analyse data and prepare reports)
Other skills	• Strong project management and analytical skills • Interpersonal and teamwork skills: ability to perform duties in a collaborative work environment • Open to new insights, accepts challenges with positive energy • Commitment to producing high-quality work • Structured and methodical • Ability to work well under pressure of deadlines
Workday	Monday to Thursday from 9:00 to 18:30/ Friday 9:00 to 15:00
Duration	6 months + 6 months

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