

About Oliver Wyman

Oliver Wyman is a global leader in management consulting. With offices in 50+ cities across nearly 30 countries, Oliver Wyman combines deep industry knowledge with specialized expertise in strategy, operations, risk management, and organization transformation. The firm has more than 4,700 professionals around the world who help clients optimize their business, improve their operations and risk profile, and accelerate their organizational performance to seize the most attractive opportunities. Oliver Wyman is a wholly owned subsidiary of Marsh & McLennan Companies [NYSE: MMC]. For more information, visit www.oliverwyman.com. Follow Oliver Wyman on Twitter @OliverWyman.

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Job specification

Job title:	Knowledge Auditor
Department:	Knowledge Management
Office/region:	Warsaw
Hours:	9:00 – 17:00

Job overview:

If you are experienced at working with documents, enjoy detail and are open to new challenges, don't miss this opportunity and apply to our Knowledge Management Team!

In this position, you will learn to process documents across the sectors and topics Oliver Wyman serves, to ensure compliance with our confidentiality guidelines. You will liaise with consultants and Knowledge Management peers to prepare materials for publication on our powerful knowledge platform to facilitate sharing of IC across OW.

This position is a good match for graduates with attention to detail and working with texts.

Apply if you have:

- Excellent English communication skills both written and spoken (very good level of other foreign language, i.e. German, French, Spanish, Italian or Russian is a plus)
- Ability to work independently with meticulous attention to detail and high accuracy
- Knowledge of Microsoft Office Suite (especially PPT and Word)
- Sense of humor

What can you expect:

- Recognition and reward of your innovative ideas
- Working with professionals like you, from all over the world
- Reading, writing, speaking and thinking in English, on a daily basis, to a high degree of fluency
- Processing, exposure to and internal publishing of Oliver Wyman intellectual capital
- Collaborating with knowledge managers and consulting project teams to ensure documents are sufficiently sanitized and properly formatted for internal sharing
- Diverse development opportunities
- Flexible working hours and attractive benefits package
- A balanced approach to hard work and working in a fun environment
- Work-life balance
- Flexible working schedule

How to apply:

Please send CV and cover letter **in English** to:
WarsawRecruiting@oliverwyman.com

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