

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.

www.oliverwyman.com

Job specification

Job title:	Process Assistant
Department:	Knowledge Management
Office/region:	Warsaw

Job overview:

- Providing support to Knowledge Managers and Consultants - management of internal publishing process of Oliver Wyman intellectual capital:
 - Tracking projects, sending capture forms and reminders to consultants, monitoring results
 - Organization, filtering and publication of documentation to the Knowledge Database
 - Organizing and facilitating cross-team meetings
- Data management:
 - Regular review of IC capture forms, ensuring that data remain relevant and accurate, chasing Clients for any missing information not provided within their records
 - Updating and improving Knowledge Database records
 - Managing of document access requests
- Providing support to internal clients on the proper use of knowledge tools, databases and how to comply with the knowledge sharing guidelines

Experience required:

- Excellent English communication skills both written and spoken is a must (level C1 and above)
- High degree of accuracy in working without direct supervision and meeting the requirements of a specified process
- Strong organizational and multi-tasking skills, time and deadline management skills
- Working experience with Microsoft SharePoint is a plus
- Meticulous attention to detail
- Good working knowledge of Microsoft Office suite (especially Word and PPT); familiarity with Microsoft Outlook and Excel
- Ability to work effectively on own initiative and collaboratively as a part of a global team in a multicultural environment
- Excellent communication and team working skills, ability to collaborate with colleagues on different seniority levels and from different areas of the business i.e. Knowledge Managers, Consulting Staff (from entry level consultants up to most senior Partners) and other Support Staff
- Strong problem-solving skills, ability to work through a challenge to completion

What we offer:

- Company that will appreciate and reward your innovative ideas
- Interesting job in an international and friendly environment
- Working with professionals like you, from all over the world
- Reading, writing, speaking and thinking in English on a daily basis
- Processing and internal publishing of Oliver Wyman intellectual capital
- Diverse development opportunities
- Flexible working hours
- Work life balance
- Competitive base salary and
- Very attractive benefits package

How to apply:

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

Oliver Wyman is an equal opportunity employer and a wholly owned subsidiary of Marsh & McLennan Companies. To learn more, please follow us on Facebook, LinkedIn or Twitter: @OliverWyman. www.oliverwyman.com/careers

Marsh & McLennan Companies is a global professional services firm providing advice and solutions in the areas of risk, strategy and human capital. It is the parent company of a number of the world's leading risk experts and specialty consultants, including Marsh, the insurance broker and risk advisor; Guy Carpenter, the risk and reinsurance specialist; Mercer, the provider of HR and related financial advice and services; and Oliver Wyman, the management consultancy. With over 60,000 employees worldwide and annual revenue of approximately \$13 billion, Marsh & McLennan Companies provides analysis, advice and transactional capabilities to clients in more than 100 countries. Its stock (ticker symbol: MMC) is listed on the New York, Chicago and London stock exchanges. Marsh & McLennan Companies offers competitive salaries and comprehensive benefits and programs including: health and welfare, tuition assistance, retirement, employee assistance program, domestic partnership benefits, career mobility, employee network groups, volunteer opportunities, and other programs. For more information about our company, please visit us at: www.mmc.com. We embrace a culture that celebrates and promotes the many backgrounds, heritages and perspectives of our colleagues and clients. For more information, please visit us at: www.mmc.com/diversity.