

## Business Writing: Develop Your Business Writing Skills and Career with North Star Consultancy as a Graduate or Intern

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Founded in 2007, North Star Consultancy is a growing global transport consultancy based in London, Dubai and Sydney. Our areas of expertise include advice on strategic & operational transport matters and bid management. We have recently worked with the UK Government's Department for Transport, Hitachi Rail and Crossrail and have contributed to many major international projects such as the Dubai Metro and Sydney Light Rail. Most of our people work remotely or at our customers' offices, although we have an office in Farringdon, London, where this role will be based.

In alignment with our company growth, we develop our graduates into world-renowned consultants who are in constant demand from our customers and deliver excellent customer satisfaction globally. Their success is testament to our investment in and commitment to developing young talent in the rail industry. We now have a great opportunity for an individual who has the desired skills and personal qualities set out below to join our professional yet friendly and flexible team and develop into a world-renowned transport consultant.

### **The Role**

Your main responsibilities will include:

- Writing clear documents of varying lengths, adapting your writing style to reflect different customer requirements
- Analysing, absorbing and assimilating large amounts of both written and numerical content to deliver the above
- Formatting and proofreading documents
- Undertaking research into industry sectors and markets
- Working collaboratively with consultants on customer work
- Developing strong working relationships internally and externally
- Coordinating and managing document production, including version control and storage.

### **Desired Skills and Personal Qualities**

- Excellent written ability, including grammar, spelling and punctuation
- Communication (both written and verbal) and interpersonal skills
- Excellent attention to detail
- Interested in the developments of the rail industry
- IT literate – including Microsoft Office applications and communication platforms (e.g. Zoom, Skype, Microsoft Teams, etc.)
- Adaptable – including being comfortable and confident working alone and flexible to work early or late according to customer deadlines and different time zones
- Good planner and organiser with the ability to manage and prioritise a varied and complex workload unsupervised
- Professional attitude and conduct
- Resilient to work pressures, e.g. short deadlines and high workloads.

### **Training**

Your Line Manager will coordinate your development, which will consist of bespoke on-the-job training, including working alongside our consultants, to ensure that you are appropriately supported

in your role. Following successful completion of training, you will have the experience, skills and competencies for the role of an international North Star consultant.

Please look at our [website](#) for more information on us and our people.

If you are interested in joining North Star, please send your CV, an example of a recent essay and a cover letter detailing what attracts you to North Star to [careers@northstarconsultancy.com](mailto:careers@northstarconsultancy.com).

Please note there will be a blend of remote and office working for this role.