

**Career Angels is a European career consulting boutique** that has been providing tailor-made services since 2010: for **individuals** (career management & job search support), for **companies** (outplacement services, HR consulting services), for **business schools** (consultations, lectures). We are often called innovative or pioneering for how we work internally and with our clients. Does that sound like something that you'd like to be a part of? Fantastic! We are currently looking for a

## Career Consultant (all profiles / backgrounds)

### Requirements:

- **min. of 10 years** of **European** experience
- fluency in **English** and **Polish**; bonus: German
- eye for **details** / care for **quality**
- **high motivation to learn everything**
- **based in Europe** (because of legal regulations)

→ If you think there might be reasons that **despite** fulfilling the above requirements, we might not consider you, please apply anyway. We have an inclusive approach to what others might deem “non-standard” career paths.

### We offer:

- multiple **trainings** and **opportunities to develop** new skills and acquire new knowledge; you don't have to have any recruitment and/or HR experience – we'll teach you everything!
- interesting work with **experienced managers** (local & regional C-level, high potentials, managers with min. 10. years of experience) across various industries
- work with an **international, experienced team**: <https://bit.ly/2sWoL50>
- support from our team of assistants at every step
- all necessary work tools, incl. laptop
- work **from home – always!** Irrespective of what's going on in the world
- **flexible working hours** (min. of 20 h per week)
- **remuneration for B2C** projects: from 17 EUR/h (75 PLN/h) (during the training) to 28 EUR/h (125 PLN/h) (once your induction process is completed – it's doable in 3 months, but you set the pace); **B2B** projects: 25-50 EUR/h (110-220 PLN/h) upward
- sales **commission** of up to **17.5%** depending on the size of the project

### Tasks: (we will teach you everything)

- supporting our clients in managing their career and job hunting process:
  - preparing **application documents**, creating profiles on **LinkedIn**
  - **career coaching & consulting**
  - conducting **interview simulations**
  - coordinating **market research** (prepared by our team of assistants)
- leading **our own programs**, i.e. The 5-Step Program, Independent Job Hunter, Executive Identity, Parameter Bidding, Strategy Session, Challenge Accepted
- and much more!

→ Despite the fact or maybe even thanks to the fact that we are small, you can **create and develop your own opportunities**: e.g. **blogging**, podcasting, preparation of content, **conducting lectures / webinars** or focusing on a special client group that's close to your heart – but only if you want to!

→ **We are looking for 2-3 new team members**, so if you've thought of somebody who could enjoy our type of work, share this opportunity with them!

We publish **openings relatively regularly** – if now is not the right time for you or if it's not the right role, click **"Follow"** on our LinkedIn company page **to be notified in the future!**

**Application:** fill in [this form](#).

**Information clause:** <https://bit.ly/2Qc4uCf>

Dear candidate, we don't like ghosting. The “art of disappearing by non-replying” is not OK. Neither by companies nor by candidates. Therefore: we'll respond to you within 3-5 business days. Check your SPAM to be sure you don't miss anything. If you don't see a response, please ask for it. To err is human. Maybe we missed your application. On the other hand: if you ghost us (we always follow up), you are banned from future recruitment processes and we will not respond to your second try.

**Check the next page for more info on the cooperation!**



## More info on the cooperation:

### What are the next steps?

1. Initial tests (puzzles, English and – if applicable – German grammar)
2. FAQ file
3. CliftonStrengths Assessment by Gallup
4. Career View test by Decision Dynamics
5. Feedforward session to discuss Career View test by Decision Dynamics
6. Summary call

### What are the working hours?

You have 24 hours a day, 7 days a week at your disposal – as long as you **make it work with the clients** and deliver the services before the agreed deadlines.

### How much time does a Career Angel spend on administrative tasks?

Estimates provided by our current Career Angels:

- **Admin:** 7-12%,
- **Delivery & advisory:** 73+%,
- **Coaching** as part of the cooperation process: 15%.

### What shall I expect?

You should expect first of all, a **LOT of learning**. Secondly, a **lot of feedback**.

### Where do Career Angels' and my clients come from?

Systematically since 2012, between **80-90% of our clients** approached us thanks to a **recommendation** – from our former clients, contacts, headhunters and friends or business schools that we cooperate with. The way it works: prospects get in touch with Career Angels by email or via the forms on the website. We then **distribute them** depending on industry, seniority, type of role or language skills. This introduction **continues during the entire cooperation**, even once you start being recommended. Having said all that – **we do expect all of our Career Angels to be active ambassadors of our brand**.

### What are the KPIs?

- updated client **database**,
- completed **Monthly Summary** meeting with Mentor,
- completed **internal** tasks (e.g. share your calendar with a new member),
- completed **follow-ups to clients / prospects** or **case studies** or active **participation** in a **webinar**,
- 2 forwarded **references**.

In other words: **we reward precision and completeness** of data & information.

### What is the cooperation based on?

We cooperate on a **B2B basis**. The cooperation is regulated by the so-called “service agreement”, which is regulated by the Polish Civil Code. Hence we **do not sign any additional agreements**. The above mentioned is modified by the regulations stated in further internal documents (presented to you further in the recruitment process). At the end of each month, you issue an invoice for consultancy services – **settled based on delivered projects / services**.