

Joorney is a **business plan writing company** that focuses on **specific purpose business writing and financial forecasting**, rather than on all-around, comprehensive consulting services. The overwhelming majority of the company's services are provided to clients operating or aiming to operate in the North American markets.

You will join the local, Belgrade team that consists of about 30 people. Your main goal will be to always prepare **outstanding deliverables** for our clients, and to thus maintain and improve clients' product satisfaction that allows for our continuous **organic growth**. The position requires a lot of multitasking and communication with multiple colleagues for input and feedback purposes. You will experience a steep learning curve and will be exposed to a lot of new information. You will have the opportunity to grow and advance by learning new business plan types and industries, and ultimately by managing your own projects.

BUSINESS PLAN RESEARCHER AND WRITER

JOB RESPONSIBILITIES:

- Properly understand the client's **business model** via research and analysis of received documents
- Assess major **industry trends** and describe their current and future impact on the client's business
- Conduct relevant **market research** to support the feasibility of the client's business idea
- Conduct research on the competition and describe the client's **competitive advantages**
- Define and describe the client's current and predicted **organizational structure**
- Prepare **financial assumptions and projections** of the client's business for the next five years
- Efficiently **summarize data** and explain the client's business model in detail
- Collaborate with Project Managers and Proofreaders to determine writing **objectives and deadlines**, as well as to make **improvements** to the prepared deliverables
- **Revise** documents several times per the Proofreaders', Project Managers', and clients' requests
- Provide clear and meaningful explanations on the **logic** behind the written content in each prepared document, when needed
- Manage your own **time** effectively

CANDIDATE PROFILE:

- Outstanding **written English language** skills
- Competency in **Microsoft Office** [with a focus on Microsoft Word and Microsoft Excel]
- Ability to be decidedly **detail-oriented** during every work day
- Ability to adhere to tight deadlines
- **Self-motivated** individual able to work **independently**
- Ability to **organize yourself** and continuously **multitask**
- Ability to quickly go through **vast amounts of data** and cherry-pick the important data points
- A knack for **business analytics** and promptly **summarizing data**
- **Bachelor's degree** or a higher degree level [economics or a business-related degree is preferred]

WORK CONDITIONS:

- **Full-time** job
- 100% **office** work
- Competitive **compensation** package
- **Private Health Insurance** as an added benefit after 6 months
- **Flexible** work hours [beginning of each work day at any time between 10h and 14h]
- Primarily **individual** work
- Mostly **short**, yet detailed and engaging projects
- A very **dynamic** and a **multitasking** environment
- Comprehensive **training**
- Timely and organized **performance reviews**
- **Non-repetitive** work to a high degree

APPLY AT:

infoserbia@joorney.com

You have to submit **both your resume and your cover letter in English language** as a part of your application in order to be considered. Additional documentation is welcome, but is not mandatory and does not have to be in English.