

Job Title:	Graduate	Job Category:	Analyst
Department/Group:	Delivery	Job Code/ Req#:	
Location:	North-East, hybrid	Travel Required:	Yes, occasional
Level/Salary Range:	Graduate	Position Type:	Full-time

Job Description

"Grow personally and professional, learn from experienced consultants who share their knowledge and advice. Become a well-rounded consultant, with exposure to client work. Continuous development which does not stop after gaining certifications in Workday. Graduate development is taken seriously, paving the way for a clear career path to achieve each career goal". (Preos Graduates, 2022-23).

Preos is a Workday Services Partner, specialising in optimising our clients Workday solution for long-term success and return on investment. We are committed to providing Graduates with a program to help develop technical and consulting skills to achieve their career goals. Graduates will have access to training, a community of experts and opportunities to build their skills.

THE ROLE

Be part of a team specialising in Workday and within the delivery area of the business.

Work as a representative of the company where the work impacts the reputation of Preos.

Workday is a constantly evolving software which involves learning new features. Workday training starts in the first week to embrace a continuous learning mindset.

Working with Workday requires a problem-solving mindset with opportunities to delve into issues and see why something is done a certain way and figuring out how to do it better.

Work with clients to understand their needs and help them to achieve the optimal solution.

THE IDEAL CANDIDATE

Communication:

- Comfortable initiating conversation with clients.
- Presenting, speaking in front of clients and colleagues.
- Understand the difference between a conversation/topic that you have with friends vs a client to differentiate between professional and casual conversations.
- Strong written communication skills, particularly in emails.
- Collaborate effectively within a team.
- Understand division of work and when to communicate with colleagues on touchpoints.
- Proactively reaching out on Teams for help and advice.
- Listening, note taking and questioning.

Time Management:

- Thrives under deadlines and manages time efficiently.
- Takes ownership of time keeping.
- Has respect for other peoples time.
- Understands how to prioritise tasks.

Skills:

- Enjoys problems solving.
- Demonstrates enthusiasm to continue to learn.
- Open to constructive feedback.
- Well organised and able to multi-task, potentially working on several projects.
- Self-motivated and proactive.
- Comfortable at finding and engaging in meaningful tasks.
- Know when to reach out for help and ask questions.
- Able to work from home productively.
- Proficient with Microsoft Office suite including Sharepoint and Teams.
- Analytical thinking, mathematics/IT background desired.
- Experience in dealing with customers within office, hospitality or retail environment.

Working Structure:

- Onsite onboarding following by 1-2 days a week in our office for training in the first year.
- Work from home culture with dedicated office time with colleagues in our offices.
- Desks are available for use in our Gateshead and London offices.
- Element of travel required - minimum of 4 company meetings annually, 2 days duration and potential for onsite client work.

Salary and Benefits:

- Annual salary of £28,000 and potential for bonus payments
- 25 days holiday, plus a day off for your birthday, service anniversary and 3 recharge days
- Home office allowance when you start
- Pension and death-in-service cover for the future

Preos is an Equal Employment Opportunity Employer. All qualified applicants will receive fair and equal consideration throughout our recruitment process, without regard to any protected characteristics as described under UK law. Everyone within Preos has an equal chance to apply and be selected for posts, to be trained or promoted equally and fairly. If you require a reasonable accommodation to complete any part of the application process, please let us know.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

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