

## JOB POSTING – Consultant, Risk Advisory

<b>Organization</b>	Frontier Risk Inc.
<b>Work Location</b>	Toronto or Oakville, Ontario (Hybrid)
<b>Work Arrangement</b>	Combination of remote and in-person work depending on project needs
<b>Authorization</b>	Must be legally authorized to work in Canada
<b>Employment Type</b>	Full-time, permanent (part-time arrangements may be considered)
<b>Closing Date</b>	Until filled

### About Frontier Risk

Frontier Risk is a boutique consulting firm specializing in the design and delivery of advanced crisis simulations and tabletop exercises for boards, executives, and operational teams. We help organizations strengthen decision-making under pressure. Our work includes executive-level scenario workshops, tabletop exercises, large-scale crisis simulations, crisis plan/program design, and select risk advisory engagements.

We work with leading organizations, including major financial institutions and technology companies. Many of our clients operate in regulated or complex environments that require advanced risk management activities. In parallel to consulting, we are building a next-generation online risk platform.

### Role Summary

We are seeking a Consultant, Risk Advisory to support the design and delivery of crisis simulations, tabletop exercises, and risk advisory engagements, focusing on operational risk (not financial or market risk).

This is a hands-on consulting role. You will work directly with the Managing Director to develop high-quality written deliverables, scenario materials, client presentations, and risk programs. You will also contribute to internal process improvement and support the development of a new online risk platform.

We welcome applications from early-career professionals as well as those with a few years of relevant consulting or corporate experience. The ideal candidate is analytical, organized, extremely detail-oriented, creative, strong in writing, and comfortable working on complex deliverables in fast-paced, deadline-driven environments.

This is a hybrid role. The successful candidate should expect a mix of remote work and in-person client meetings within the GTA, primarily in Toronto's downtown core, depending on project needs.

### Key Responsibilities

#### Client Consulting & Deliverables

- Support the design and development of crisis simulations and tabletop exercises for boards, executive teams, operational leaders, and incident response teams.
- Develop clear, structured scenario materials, facilitator guides, injects, presentations, and supporting documentation across a range of risk scenarios (e.g., natural disasters, cyber incidents, security incidents).
- Assist in the delivery of on-site or virtual exercise sessions (e.g. issuing injects, supporting logistics, etc.).
- Conduct and document client interviews and discovery workshops to inform the development of materials.
- Contribute to the development of crisis and incident programs, plans, playbooks, training, workshops, etc.
- Produce high-quality, client-ready reports and presentations, with meticulous attention to detail.

## Project & Stakeholder Support

- Assist in project planning, tracking, and coordination.
- Prepare client status updates, client-facing materials and help facilitate client meetings.

## Process Improvement & Virtual Platform

- Help improve internal templates, tools, and delivery processes.
- Contribute to documentation and standardization of internal workflows.
- Support the launch of a new online risk platform, translating consulting expertise into scalable resources.

## What You Bring

### Experience

- 1–5 years of experience in consulting, risk management, financial services, or related fields.
- Experience developing structured written deliverables (reports, decks, plans).
- Experience working in a corporate or consulting environment.
- Exposure to financial services or other regulated industries is an asset (not required).
- Experience participating in tabletop exercises or real-world incident response is an asset (not required).

### Skills

- Strong analytical and problem-solving skills.
- Strong attention to detail. Excellent writing skills clear, structured, professional.
- Excellent writing skills and comfortable facilitating or supporting executive-level discussions.
- Ability to manage multiple priorities in a fast-moving environment.
- Strong Microsoft Office skills (Word, PowerPoint, Excel). Familiarity other solutions (e.g., database) is an asset.

### Education

- Undergraduate degree required.
- Master's or graduate degree are an asset (but not required).
- Relevant professional certifications (e.g., BCI, DRI, PMP) are an asset (but not required).

## What We Offer

- Competitive salary and performance-based bonus potential.
- Meaningful, high-impact client work with direct exposure to executive-level consulting engagements.
- A collaborative, entrepreneurial environment and opportunity to help build a growing firm.
- Flexible hybrid working arrangement with on-site work locations in Oakville and/or Toronto.

## Screening & Eligibility

Due to the nature of our client engagements, the successful candidate will be required to complete a background check as a condition of employment. This may include criminal record verification, reference checks, and other screening. Certain client work may also require eligibility for enhanced screening or security clearance.

## How to Apply

**Please submit your CV and a brief cover letter outlining your interest and salary expectations to: [careers@frontierrisk.ca](mailto:careers@frontierrisk.ca). Include "Consultant, Risk Advisory – [Your Name]" in the subject line.**

To learn more about Frontier Risk, please visit: [www.frontierrisk.ca](http://www.frontierrisk.ca).

While we thank all applicants for their interest, only those selected for interviews will be contacted.