

**\*\* NEW JOB\*\*** An executive search firm is seeking a research associate. Paying £23,000 and based near Liverpool Street. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Research Associate

Location: Liverpool Street

Salary: £23,000

### **Core Responsibilities**

- Support the Partner and Senior Team by providing high quality research for clients across live mandates and other business development projects.
- Play a key role in enabling the company to provide a proactive, unrivalled professional and valued service to our clients.
- Be fully proficient in the use of all Business Information resources and add to company's intellectual property.

### **Search**

- Work with the Partner to gain a comprehensive understanding of the client company and search requirements.
- Be actively involved in the drafting of the Company, Position and Person Specifications as part of the learning process and develop research strategy in conjunction with the Partner.
- Execute research including: definition of target company list; database retrievals of relevant prior searches, internal sources, candidate prospects and industry sources; identification of prospective candidates in target companies not previously identified; use of external and corporate library resources off- and online databases for gathering data on potential candidates/sources, relevant target companies and general industry information.
- Execute source and candidate approach calls if appropriate. Attract, pre-screen and determine qualified candidates on the telephone.
- Interview candidates with Partner.
- Produce first-class written work including reports and references that is accurate, thoughtful, timely and exceeds clients expectations

- Contribute at Progress Review calls / meetings with the client where appropriate.
- Work closely with team EA to ensure correct job start up and administration for search. Ensure that at the close of a search all the administration has been properly completed and the information gathered during the search is available to colleagues.
- Help review general write-ins.

### **Developing and broadening the knowledge base**

- A key driver of success in our business is being current with strategic, structural and competitive changes in each of our target core industries. We use this information to inform our discussions with clients, to develop points of view as to the human capital implications of those changes and to identify shifts which indicate either search opportunities or opportunities to approach executives as candidates.
- A critical element of this role is contributing to the maintenance of our knowledge base, involvement in developing thought pieces, understanding and communicating the implications for business development and identifying candidate types.

### **Assisting with Business Development**

- Be proactive with market analysis and target identification, through detailed analysis of companies and their management teams, to pitch presentation.

### **Developing and maintaining candidate relationships**

- A critical element of success for us is our ability to maintain close relationships with key executives from our target industries. Associates play an important role in this process and will be given responsibility for developing and maintaining their own networks of relationships.

## **THE CANDIDATE**

### **Previous Experience**

- Systems literate and fastidious in their use of technology to accurately store information.
- Experience of using a database system would be advantageous.
- Prior knowledge of executive search or recruitment is desirable but not essential.
- Empathy and understanding of working in a research-led environment