

The job role will mainly entail working with Partners and Principals on the execution of executive search mandates, owning the research phase of the search process. The desired candidate will support all areas of the business with a focus on the B2B and B2C Technology industry.

The role

- Managing the below processes and requirements across multiple projects
- Assist with the formulation and execution of search strategy
- Generating potential target candidates through desk-based research and conversations with key influencers in the NPP network
- Qualifying the suitability of candidates through in-depth phone screening and informal referencing
- Maintaining the integrity of the NPP database and intellectual property at all times which includes constant up-keep of Invenias whilst supporting the other team members in securing information and data correctly
- Owning the research process, reporting weekly to key clients (internal and external) on assignment progress
- Identifying potential target companies
- Attending candidate meetings and occasionally client meetings
- Maintaining and growing the NPP network across key markets and countries
- Collating market intelligence for pitches and research projects
- Supporting the team in booking meetings and calls
- Contribute to the broader development of the firm (internal recruitment, training, marketing, etc)

Research is a critical part of the client solution and is valued as the most vital element of our offering. Partners, Consultants and Researchers work collaboratively on solutions for our clients. The Partner team work hard to develop our Research Associates into Consultants. Alternatively, should you wish to remain in Research, we will support you in developing your career into Research leadership.

Ideal candidate profile

- Have high IQ/EQ and an analytical mindset
- The desired candidate will have a natural empathy towards the technology industry and be passionate about emerging technology trends
- This person will see this role as a springboard into consultancy
- The ability to demonstrate a strong interest in the Executive Search industry and Technology sector. Candidates with experience of other markets or functional areas outside of technology will be considered
- An inquisitive mind and a natural inclination to puzzle solve
- A thirst for information and keen to understand the dynamics of the markets in which they work
- Be diligent and have a strong attention to detail with excellent oral and written communication skills
- Be outgoing and friendly and have an appetite to be part of a sociable and collegiate team which includes being a natural relationship builder who thrives in an open, entrepreneurial culture
- Someone who can work with discretion and integrity in a fast paced, dynamic environment
- Be professionally mature and flexible working across different time zones where appropriate
- Strong project management skills and the ability to multi-task effectively