

The role:

The Principal will typically own the end-to-end delivery of search projects. In most cases, they will be the primary point of contact and directly responsible for search quality and client satisfaction. In addition, they will assist Partners on the delivery of particularly senior/strategic searches when required. They will lead and mentor researcher staff to assure the highest quality of delivery is achieved and will have a significant involvement in the new business activities of the firm.

Responsibilities include (but are not limited to):

- Work with/advise client to construct the search brief
- Define and execute the executive search strategy
- Own the entire research and approach phase of the search
- Lead all candidate interviews, qualifying against a rigorous set of criteria
- Write high-quality candidate brief, candidate summary and supporting documents
- Lead the shortlist presentation process
- Lead the offer negotiation process
- Conduct references (both formal and informal)
- Be the primary point of contact for clients and candidates throughout the search process
- Contribute to the business development efforts of the firm
- Manage and mentor research staff (on a project basis)
- Maintain the integrity of the New Peak Partners database and intellectual property
- Contribute to the broader development of the firm (internal recruitment, training, marketing, etc)
- Build a reputation as a 'subject-matter-expert,' within the firm and externally
- Represent New Peak Partners at relevant industry events
- Act as a role model and culture carrier at New Peak Partners

Ideal candidate profile:

- Solid business experience, preferably in Executive Search/Professional Services with a demonstrable interest in emerging technology and its impact across industries
- Strong academic qualifications
- Proven ability to own a search process end-to-end
- Be diligent and have a strong attention to detail and excellent oral and written communication skills
- Be professionally mature and flexible, working across different time zones where appropriate
- Strong project management skills and the ability to multi-task effectively
- Good business acumen, judgment and EQ
- A natural relationship builder who thrives in an open, entrepreneurial, collegiate culture
- Someone who can work with discretion and integrity in a fast paced, dynamic environment