

STRICTLY PERSONAL & CONFIDENTIAL

This is a once in a lifetime opportunity for a committed South African career seeker to work remotely from the comfort of their homes for one of Britain's foremost executive search companies. Apart from the excellent benefits on offer, our client provides a progressive and warm working environment that places cultural-fit and team dynamics at the pinnacle of what they do and stand for. If you have an excellent command of the English language, a deeply inquisitive nature, and meet the criteria listed below, we would be delighted to introduce you to our client.

Interested? Please send your CV and covering letter motivating why you believe you are most suited for the position on offer.

VACANCY: JUNIOR RESEARCHER

More about the Client

Our client is a leading Executive Search boutique, focusing on senior hires for the Asset Management sector, working on retained hires for senior Directors and 'C-Suite' positions, usually where the role is business-critical, and therefore our clients wish the candidates to be carefully screened and evaluated; or where there is a high degree of legal complexity, such as in team lift-outs, or the situation requires delicate handling and strict confidentiality.

The Role & Responsibilities

Crucial to their business is the rigorous methodology of their search process. The foundation stone of this is their knowledge base, which is maintained in a database/CRM system provided by Invenias, a specialist Executive Search provider. The two key components to the role of the Junior Researcher are:

- (1) to support the Consultant(s) when there are active assignments, and
- (2) to work within the Research team to ensure their database is as accurate and comprehensive as possible, providing a complete map of the current market.

Details of the two core responsibilities of this role are as follows:

(1) Live Searches: Consultant Support (this takes precedence over any other work when there are active assignments):

- Work alongside Associate Consultants on live searches for the duration to ensure that the 'research universe' for the search is up to date with all movers recorded, any new individuals added to the database, and all relevant fields completed. This will include parsing employment and education records, writing short biographies, ensuring photos of candidates are saved, and other key field checks.

- Conduct desk research based on criteria provided by the Consultant to help find possible suitable Candidates for the Research Universe. This may involve looking up similar previous searches, conducting advanced searches in Invenias, researching the Target Companies' websites for teams, writing up team overview, using LinkedIn Recruiter to filter for possible Candidates not on Invenias, reading past Team Overviews to check all people in the team have their own profile on Invenias and so on.
- Telephonic research to support the search, either using Sources for referrals or for candidates themselves.
- Assist the other team members in writing Candidate Reports, using the candidate CVs and ensuring that all documents sent to Godliman are accurately recorded on our database and systems.
- Support the Associate Consultants during a live search to ensure the Client Report is produced accurately. This may involve checking on the status of the Candidates in Invenias, ensuring the Target Candidates have up to date biographies, that Team Overviews are complete, extracting a draft Client report/ export grid on a weekly basis, conducting a spell check, and saving the correctly finalised weekly report/export grid in the Client folder.
- Support the live search through telephonic and written interaction with the candidates to set up interviews and drive the Assignment process.

(2) Data management (this is ongoing "business as usual" work)

- Ensure that the information within the database is accurately organised and recorded. Make sure that the data held in Contact and Company records is accurate, and that Contacts have been correctly indexed into skills categories and 'research universe' lists;
- Conduct regular checks of the data contained in the database against LinkedIn records, to see whether contacts have either moved jobs or been promoted, and then updating any changes found within their records;
- Clean up old records on Invenias as part of any special project required eg. Merging duplicate people or companies; re-sorting categories; creating new programmes and deleting / merging previous ones.
- Conduct fresh 'desk research', using a combination of LinkedIn and company web sites to identify people and companies within specific job functions, to map out new 'research universes' or to expand the data in existing research universes;
- Sector overviews: Produce relevant marketing material by exporting 'research universes' from the database to excel, and then analysing the data for hiring trends and market demographics;
- Sector overviews: Update presentations on sector overviews within MS PowerPoint.

The junior researcher may also be required to be a backup to capture content for the weekly Press Digest, which would require the person to:

- Scan Asset Management newspapers and web sites for news stories about job moves, senior appointments and company news within the EMEA Asset Management industry, writing up short summaries of the articles within contact or company records in Invenias;
- Manage the press digest subscribers list to accurately reflect any new subscribers or those who have applied to unsubscribe. This would also involve managing any emails that bounce, either removing them from the list or updating to their new email address.
- Update the movers and appointments identified from this process on the database. Additionally, take responsibility for updating all movers uncovered by the rest of the team on a timely basis.

Candidate requirements

- Degree educated
- Excellent written English skills (most likely must have English as home language)
- Experience in working with a CRM system and / or on a Shared drive
- Strong working knowledge of Excel and PowerPoint
- An ability to present complex information graphically in graphs and charts, as well as interpret and write relevant notes
- Some understanding or background in investments/asset management would be a big advantage

Personal Characteristics

- Curious and enthusiastic outlook who has a growth mindset and is open to taking initiative and getting their hands dirty;
- Thorough research ability but also comfortable to use judgement and make decisions when the information is not available;
- Good attention to detail, with a systematic approach to working and managing projects;
- Embraces teamwork, collaboration and shares in the success of others;
- Honesty and open-mindedness who take responsibility for making things happen

Career Development

- Ongoing coaching in delivery & leadership
- Opportunities to partake in structured training programmes
- Extensive opportunities for progression to Associate or Senior Research in due course.