

## About the Firm

Odgers Berndtson is one of the top 6 Global Search Firms in the world. For over 50 years, Odgers Berndtson has helped some of the world's biggest and best organizations find the senior talent to drive their agendas. We deliver executive search, assessment and leadership and development to businesses and organizations varying in size, structure and maturity. We do so across over 50 sectors, whether commercial, public or not-for-profit and draw on the experience of more than 275 Partners and their teams in 29 countries.

In the US, Odgers is a fast growing yet new organization that has grown from a start-up to top 10 US firm in a short 6 years. With top management talent and an experienced group of recruiters, we are one of the fastest growing and most exciting search brands in the country.

## About the Position

The Associate will join the Life Sciences Practice and be responsible for identifying, recruiting, and vetting top talent. The Associate supports the Partner throughout the life cycle of the search, assisting with strategy, candidate sourcing, candidate development, presenting candidates to the client and delivering weekly status reports. The Associate conducts screens as well as in-depth interviews with candidates and must have impeccable communication skills. As an Associate you have the chance to collaborate with senior leadership on highly impactful projects and interact with senior executives of some of the region's most well-known organizations.

## Key Responsibilities

- Create and execute multi-channel strategies to source candidates that meet client profile and/or build talent pools for current and future engagements.
- Draft documents such as Confidential Candidate Reports (CCR) and candidate reference reports.
- Engage in client kick-off meetings with Partner(s) and take the lead in developing a search strategy, and target list.
- Gather information from Client/Consultant and/or through industry research and sources to gain comprehensive understanding of the Client's organization, sector, and role requirements.
- Initiate first-round candidate contact, network with referral sources and effectively communicate the opportunity to contacted individuals.
- Present qualified candidates to Partner(s) and assist in conducting in-depth interviews to further assess qualifications & fit to the role.
- Develop content for weekly progress reports presented to clients, including marketing intelligence, candidate assessments and screening notes.
- Build strong relationships and good rapport with candidates, helping to initiate client/candidate interviews
- Maintain the accuracy, quality, and integrity of all search information in the Odgers Berndtson proprietary database.
- Demonstrate growing industry knowledge and keep Partner(s) up to date on relevant trends and challenges in the marketplace with regards to business development activities and general market intelligence.

## Qualifications/Requirements

- Bachelor's degree required.
- 2+ years of experience in Life Sciences recruiting and/or industry experience.
- Experience recruiting and/or sourcing candidates; previous executive search experience a plus.
- Demonstrated ability to communicate effectively with both clients and internal customers.
- General business acumen and understanding of business functions (e.g., finance, IT, HR).
- Detail-oriented and able to consistently produce high quality work.
- Ability to work in a fast-paced environment and manage multiple projects simultaneously under tight deadlines.
- Self-Starter with a can-do attitude.
- Impeccable integrity; team player.
- High level of intellectual curiosity.
- A balance of confidence and humility.
- Flexible, but with a bias for precision.
- A good sense of humor.

## We Offer You

- Great compensation opportunities and benefits.
- A fast-growing, entrepreneurial environment with lots of "white space" and room to grow.
- Non-bureaucratic, fast-paced, and fun work culture.
- Experienced & well-respected management team.
- Excellent career track and professional development opportunities.

## Contact

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