

## 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

Research Associates are part of the search execution team that is responsible for identifying top talent. Research Associates work with Partners, Principals and Associates to understand the ideal candidate profile and then create a strategy for identifying the most qualified candidates. Research Associates use multiple resources and databases to source candidates and generate a target candidate list. As a Research Associate, you will 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

- Providing research and business intelligence support throughout the lifecycle of the executive search process, from market research and analysis to candidate identification and client engagement.
- Providing business development support to senior management by performing industry research and presenting it in a clear, concise manner.
- Serving as an expert in the research process, including knowledge of research sources, industries and markets, organizational structures, and companies.
- Utilizing publicly available, subscription-based, and proprietary database resources, social media, and other channels to conduct research.
- Discovering innovative ways to identify high potential talent within a given market in addition to staying abreast of market trends, business intelligence, and competitive information.
- Identifying and implementing innovative approaches and best practices across the organization, while helping to maintain consistency in process and quality.
- Ensuring superior candidate and client experience throughout the course of a search.
- Maintaining accurate and real-time updates in proprietary internal database while promoting best practices across the organization.
- Assist with candidate development and assessment, database management, and knowledge management.

## Qualifications/Requirements

- Bachelor's degree required
- Ability to work in a fast-paced environment and manage multiple projects simultaneously under tight deadlines
- High level of intellectual curiosity allowing you to work as part of a team within an environment that encourages the sharing of ideas and enables you to thrive
- Ability to maintain a high level of professionalism when interacting with senior level executives, clients, and candidates
- Outstanding communication, listening and interpersonal skills
- Analytical and conceptual thinking skills
- Strong organization skills with a high attention to detail
- Tenacity, flexibility, and strong problem-solving orientation
- Ability to think outside of the box and perform innovative thinking
- Ability to assimilate vast amounts of information

## 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

## Contact

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