



Summer Internship in Executive Search

London

About Odgers Berndtson

Odgers Berndtson is one of the world's largest Global Executive Search firms. Our reputation for excellence and integrity has been established over 50 years and we are a company driven by our clients, not outside shareholders.

The aim of our organisation is to act as trusted advisors to our clients and candidates and to engage the very best talent for the most influential roles across a wide variety of industries. The service we deliver is creative, insightful and most importantly, in partnership; whilst being a global organisation, we pride ourselves on maintaining personable relationships.

At Odgers Berndtson, you will find a meritocratic, collegiate environment where you can expect to find support, training and career development. In return, we expect your commitment, self-motivation and the ability to drive your own career.

We operate out of a prestigious City of London head office, with regional offices around the UK and 58 offices worldwide, across 29 countries. We have over 250 partners specialising in over 50 sectors and have over 50 years' experience.

For full details of our organisation please visit www.odgersberndtson.com

Summer Internship in Executive Search

The Summer Internship in Research is your first taster into one of many potential career paths within Executive Search.

You will be based in our London Head Office and assigned to one of our specialist practice areas or alternatively one of our central services functions such as Business Information, Marketing or HR. You will be given a specific project or set of objectives during your internship under the guidance of an allocated line manager.

Projects largely tend to be based around research, which is a fundamental part of the search process. As such you will assist our existing team of Researchers in identification and market mapping projects as well as conducting general market research. Broadly this is done by understanding a brief, identifying key individuals and building a "map" of candidates in a specific market. We use various tools to do so, including our own database and a variety of online reference tools.

Your training will involve not only the key skills needed to identify talent but also how to use the relevant databases and online search optimisation tools.

The role requires persistence, creativity and a thoroughly meticulous approach; highly demanding but immensely rewarding.

Essential requirements for this role are:

- Deliver exceptional, qualitative research
- A methodical approach coupled with exceptional attention to detail
- Able to assimilate vast amounts of information
- High levels of tenacity, creativity and lateral thinking

- Outstanding communication, listening and interpersonal skills
- Good time management skills and can work autonomously
- IT Systems literate and fastidious in their use of technology
- Always prioritise the interest of the client and the firm, acting as ambassador
- A real interest and passion for business related current affairs
- Self-motivated and determined
- High levels of intellect and natural curiosity

In return you will work as part of a team within an environment that encourages the sharing of ideas and enables you to thrive. Your professional and personal development will benefit from working alongside an exceptional group of individuals at all levels who will invest in you as much as you invest into the process.

Excellence is demanded, recognised and rewarded.

The Recruitment Process

Applications should be sent to interns@odgersberndtson.com

Successful applicants will be invited to attend a first stage interview with Sam Boon, Talent Acquisition Specialist, and Petrina Jackson, Partner and Head of Research, during April and May 2018.

Final stage interviews will be with the relevant Head of Practice and a member of their team.

The Odgers Berndtson Summer Internship is a 6 week placement at our London offices between June and August.

Remuneration

This is a paid internship and Odgers Berndtson is committed to paying the Living Wage.

Odgers Berndtson is committed to continually improving the diversity of our workforce through the attraction, retention and development of a diverse range of talented people. We want people to be comfortable bringing their whole self to work and recognise that inclusion brings further opportunities for innovation and creativity.