



# Executive Search Researcher

## 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](http://www.odgersberndtson.com)

### About the role

Research is fundamental to what we do. It is the backbone of each assignment and is central to ensuring that we consistently deliver creative and diverse outcomes that provide tangible benefits to our clients. Client's rely on our market intelligence and trusts us to be a representation of their brand.

- Provide research support for a portfolio of live mandates and other business development projects and assist colleagues where necessary
- Proactively look for ways to expand your market knowledge
- Play a key role in enabling the practice to provide a timely, professional and valued service to our clients
- Support fee earners with pitch preparation in the form of presentations and business intelligence.
- Attend marketing and business development events and a variety of other social networking engagements with senior UK business leaders.
- Produce high-quality, insightful and robust written work
- Establish and maintain excellent relationships with clients, candidates and colleagues
- Manage expectations with fee earners and successfully balance competing priorities
- Take part in company-wide projects and collaborate with other practices as required
- Actively assist colleagues and willingly share the workload - be proactive in taking on work in order to support practice activities
- Work in partnership with our clients, candidates and our colleagues – our style at Odgers Berndtson is open, honest and respectful and we expect you to emulate these values at all times

### About you

Ideally you will have some research experience; however we are open to individuals looking to make a lateral move into search. You will have gained post-graduate work experience in a client facing role, have excellent research skills and have a genuine interest in business and the myriad of strands that impact C-level appointments.

You will be highly articulate, analytical and professional and at the same time supremely team-oriented with a positive 'can do' attitude.

Key skills and experience should include a combination of:

- Self-starter
- Excellent research skills
- Possess a natural intellectual curiosity
- Able to build credible relationships over the telephone and in person
- Excellent time management and prioritisation skills
- Outstanding communication skills both verbally and in writing
- Systems literate and fastidious in your use of technology so as to accurately store information
- A rigorous, methodical approach with an exceptional attention to detail
- High levels of tenacity, creativity and lateral thinking
- Able to work well under pressure and deliver high quality results
- Cope well with unforeseen change and able to flex accordingly with the assignment needs
- Demonstrate a willingness to learn from others and develop skills through hard work and tenacity
- A high level of intellect and a naturally inquisitive nature
- Lead by example and uphold the culture, philosophy, professionalism, ethics and quality of the Odgers Berndtson brand

Our business operates in a non-hierarchical manner in order to promote a culture that is empowering to work in. We are professional, organised and focused but never without a sense of humour. The ideal person will emulate these values and behaviors and in return will find an inspiring work environment where you will have the ability fulfill your appetite for development and professional growth.

### What's on offer?

A highly competitive base salary is supplemented by a benefits package and discretionary bonus

- 25 days Annual leave + 3 gift days for the Christmas closure + bank holidays
- Private Medical Insurance with Bupa and cash plan with Simply Health
- Group Company Pension
- Season Ticket Loan
- Give As You Earn
- Group Income Protection
- Group Life Assurance
- Employee Assistance Programme
- Charity Day
- Gym discounts

Other informal benefits

- Exceptional offices in the heart of the City of London
- Buddy Schemes
- EA community forum
- On-boarding, induction training and ongoing professional development
- Bicycle storage and showers on each floor
- Various sporting and social events run by our CSR team
- Peer to Peer learning sessions

### Applications

Application by way of CV to [careers@odgersberndtson.com](mailto:careers@odgersberndtson.com)

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.