

## **Research Associate**

### **Your role**

Are you excited to join a global TOP 5 Executive Search firm with over 60 years heritage? Do you want to know what it takes to identify senior executives and talk to them about new opportunities in their career? Do you want to become an expert in searching different internal and external systems and sourcing through extensive network of senior managers? At Spencer Stuart, we have a unique opportunity to match talents with our clients' needs. In order to contribute to successful executive search process you will:

- Partner with consultants on every search and leadership advisory project
- Create a search strategy and execute it
- Draft insightful reports
- Use internal and external information systems to identify the right candidates
- Conduct preliminary interviews and screenings
- Make sure candidates and hiring managers get a seamless recruiting experience

### **The team**

You will be working within the professional team based in our Prague office and collaborate closely with colleagues in our global network of 57 offices and our knowledge management center in Amsterdam. All team members can access development opportunities on the job and through targeted training programs (often held in the UK or USA), as well as through customized training and coaching.

### **Your experience and skills**

The right candidate is:

- Self-motivated with strong drive and results-oriented approach to daily tasks and responsibilities
- Able to work independently and learn quickly
- Structured and well organized with sharp eye for detail combined with excellent time management and organizational skills
- Able to combine analytical and problem solving approach with clear and concise communication
- Naturally self-confident with high degree of customer and service orientation

- Able to communicate in excellent written and spoken English at all business levels

Understanding of the executive search process and / or previous working experience in executive search, outsourcing or customer service functions is a plus but not necessary.

### **About us**

Expert advice. Executive Search. Board Services. CEO Succession Planning. Executive Assessment. Leadership Consulting. Digital Leadership. That's what we do. More Information on <http://www.spencerstuart.com> .

### **What we offer**

We offer a supportive, challenging and diverse working environment. We value your passion and commitment, and reward your performance.

### **Take the next step**

Are you truly collaborative? Succeeding at Spencer Stuart means respecting, understanding and trusting colleagues and clients. Challenging others and being challenged in return. Being passionate about what you do. Driving yourself forward, always wanting to do things the right way. Does that sound like you? Then we would like to hear from you. Apply now at [mkolarik@spencerstuart.com](mailto:mkolarik@spencerstuart.com).

### **Job Type**

Part Time