



Research Associate



CLIENT:	ZRG Partners
ROLE:	Research Associate, Technology Practice
LOCATION:	TBD
REPORTS TO:	Head of Research
WEBSITE:	www.zrgpartners.com

SITUATION OVERVIEW:

ZRG is seeking to hire a **Research Associate** to help expand their Global Research Team with a focus on Technology.

ABOUT COMPANY:

Founded in 1999, ZRG Partners is a global boutique retained executive search firm with a data-driven approach to leadership assessment and selection. The parent company, ZRG Partners LLC is headquartered in the New York tri-state area and is privately held and incorporated in the United States. ZRG was established as an innovator in the executive search field, blending traditional best practices in leadership recruitment with data analytics to enhance the evaluation of executive level candidates. ZRG combines the expertise of more than 100 Managing Directors with a robust candidate research and recruitment staff. With over 200 employees, and more than 28 offices in North America, South America, Europe, Asia Pacific, and Middle East/North Africa, ZRG offers sector and region-specific expertise along with international reach. ZRG's team is composed of diverse and talented professionals committed to recruiting the same on behalf of our clients. ZRG was founded on the principles that good information and process excellence are the cornerstones of any successful human capital decision. Our compelling platform offers a strong focus on data and analytics embedded into the search process. The firm's regional, national, and global footprint and senior team synergies provide the best talent solutions to ensure value throughout the hiring process.

POSITION:

The Research Associate will work alongside the Global Head of Research as well as ZRG's Technology Managing Directors and Recruiters to manage projects and provide name generation for a variety of retained executive search projects. The successful candidate will be expected to make a significant contribution through all aspects of assignment delivery. Responsibilities include but may not be limited to, developing, articulating and executing research strategies, identifying potential candidates through a variety of research techniques, providing contact information, understanding trends and nuances of assigned industry sectors, high standards for data quality and data entry into Invenias, collaborating with peers on ad hoc projects, and conducting general project management. Candidates are likely to have a successful research career to date, gained within a professional services environment, leading search firm experience is a plus, and preferably with some exposure to international assignments. The successful candidate will be analytical, comfortable with detail, agile, tenacious, and creative with a passion for successful delivery. Strong project management and communication skills will be essential, along with a positive attitude, a team player mentality, and a desire to make an important contribution to the development of a business.

POSITION DESCRIPTION:

- Manage research projects assigned by the Head of Research;
- Create lists of appropriate companies to target for name generation;
- Search LinkedIn and other online search engines and subscription-based resources to find candidates for search projects;
- Find appropriate contact information for all discovered candidates using search engines, commercial databases, and cold calling;
- Communicate and keep up to date with Consultants and Managing Directors throughout the search lifecycle;
- Serve as a key internal contact for projects (respond to questions, participate in team calls and client calls, update target lists or talent pools in coordination with the Head of Research etc.);
- Follow news sources and social media to stay abreast of news of the industries that ZRG serves and our client companies.
- Always look for ways to upskill yourself and share ideas and tips with your colleagues.

QUALIFICATIONS:

- Two to five years of experience in the executive search or human resources industry in a research capacity; must have dedicated experience in a technology practice
- Four-year college degree or equivalent experience;
- Excellent computer skills, including Word, Excel, Outlook, and PowerPoint;
- Excellent written and oral communication skills;
- Experience with all major search engines and LinkedIn;
- Ability to manage a number of projects at once; Ability to work independently;
- Articulate, creative, and detail-oriented.

LOCATION:

The ideal candidate will be located near one of our core offices, ideally Chicago, New York/New Jersey metro, or Atlanta. Other locations in the USA will be considered.