

STOP SEARCHING START BUILDING



POSITION BRIEF

PROJECT COORDINATOR

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21-A015460



POSITION DESCRIPTION



ROLE: Project Coordinator
LOCATION: West Coast
REPORTS TO: Managing Director/Partner and Kristene Couture

■ SITUATION OVERVIEW:

ZRG, the fastest-growing global executive search firm in the world, is seeking a **Project Coordinator supporting two Managing Directors** in our **Technology Practice**. ZRG has emerged as the top destination for retained search partners who want something different – a place where they can focus on doing great search work for their clients with collaborative partners and foster and grow meaningful and impactful client partnerships.

Key features of the ZRG platform that are driving exception growth include:

- Mid-sized global boutique solutions, giving clients the best of both worlds;
- Proven value proposition, with data and technology driving the deliverables and differentiation;
- Strong culture of collaboration and client focus, with over 90 managing directors globally who work together to solve talent challenges for our clients.

■ ABOUT ZRG:

Founded in 1999, ZRG is a global talent advisory 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.



[Click here](#) to watch our story.

ZRG combines the expertise of more than 100 Managing Directors with a robust candidate research and recruitment team. With over 400 employees and more than 28 offices in North America, South America, Europe, and Asia Pacific, 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.



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ZRG was founded on the principle 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.

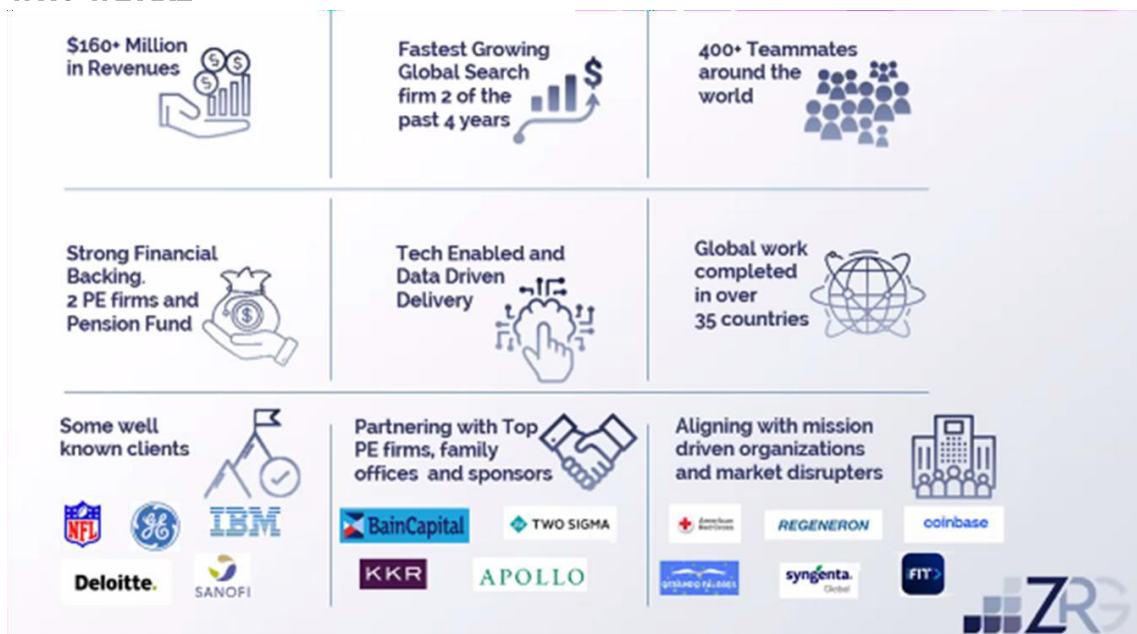
The firm has a timely and unique value proposition centered on data and analytics in the hiring process through its proprietary Z Score process. This data-driven hiring process, combined with solid executive search discipline, has disrupted the market and created an emerging leader that is poised for continued growth.

ZRG is known for innovation and creative solutions. In a market where it is difficult to see true differentiation, ZRG has succeeded in separating itself from the pack with creativity and innovation.

The business is a company employee model, not a network, franchise, or affiliation model. This has opened doors to global framework agreements with leading brands and exciting growth across the platform.

The current business has retained search professionals from most of the major firms, including Korn Ferry, Heidrick & Struggles, Spencer Stuart, and Russell Reynolds, as part of the team. The firm also has a strong group of alumni from CT Partners who, during their rise and growth, saw the value of the mid-sized global option. In 2019, ZRG acquired both Holker Watkin and the Toft Group, TurnkeySports in 2020, and in 2021 Walking the Talk and Sucherman Group.

WHO WE ARE



POSITION DESCRIPTION

■ OUR SERVICE OFFERINGS

A GLOBAL TALENT ADVISORY FIRM

ROUNDING OUT OUR SERVICE OFFERINGS



ASSESSMENTS



FRACTIONAL
TALENT
SOLUTIONS



TALENT/
MARKET
MAPPING



SALES
FORCE
OPERATIONS



EXECUTIVE
RPO



EXECUTIVE
COACHING

■ WHAT DO CLIENTS REALLY WANT? IS THE GLOBAL BOUTIQUE THE BEST SOLUTION?

Being too large does not best serve clients' needs, with the obvious challenges of hands-off limits and internal political navigation. However, being a small firm is limiting as well. We believe, and clients are continuing to recognize, that the best solution is the "mid-sized global firm" that can provide scale and resources yet still listen to the client and be nimble and flexible as the market continues to evolve. ZRG answers the call, and clients are responding.

[This recent article](#) highlights the ZRG market positioning and recent growth.



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■ THE OPPORTUNITY:

ZRG is searching for a Project Coordinator to support two Managing Directors in our Technology Practice. As the Project Coordinator supporting the team, you will drive project deliverables and administration for the Managing Directors, while providing an exceptional service experience to ZRG clients and candidates.

As an integral member of the team, you are a driven professional who thrives in collaborating with colleagues and producing high quality results in a dynamic, fast-paced professional services firm.

■ KEY RESPONSIBILITIES AND ACCOUNTABILITY:

As growth-oriented practice and firm we expect everyone, from Managing Directors to Associates to take ownership of some administrative and other responsibilities. Primary responsibilities and additional accountabilities will include the following:

- Drive key stages of the search process, working closely with clients, Managing Partner and Associates to ensure deadlines are met and client and candidate needs are served;
- Ensure, through ZRG Client Services the preparation of high-quality documentation, presentations and correspondence, maintaining confidentiality and upholding the firm's standards and reputation at each milestone in the search process;
- Maintain data accuracy and integrity of ZRG's proprietary database and digital platform;
- Manage the lifecycle process of a search including oversight of documentation including client contracts, position briefs, status updates, and candidate summaries;
- Provide accurate and up-to-date tracking of search projects, strategic initiatives and business development pursuits using Invenias (ZRG's cloud-based platform for business development and search execution);
- Go above and beyond to serve our clients;
- Build and maintain relationships with candidates and clients throughout the search process, in addition to on-going client relationship building;
- Schedule candidate interviews (phone, video, in-person) including travel;
- Provide ongoing assistance in all aspects of client engagements and play an ownership role in the oversight of administrative tasks;
- Must proactively manage changes in project scope, identify potential crises and devise contingency plans on a regular basis.
- Manage a complex calendar and arrange all scheduling, including candidate/client meetings, business development activities, travel plans and itineraries.

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■ QUALIFICATIONS:

The role requires an individual capable of planning, executing, and finalizing projects according to strict deadlines across multiple time zones. This includes acquiring resources and coordinating the efforts of team members and clients in order to deliver projects according to plan. Additionally, the Project Coordinator should have the following qualifications:

- Administrative experience working with individuals at the senior management level in a client-driven business, ideally within the financial services industry;
- Technological proficiency with advanced knowledge of Microsoft Office (MS Word, Outlook, Excel, PowerPoint) as well as a comfort with databases, virtual video conference systems and adopting new technology fluency as we add more systems;
- Commitment to contributing to a strong team culture to ensure success and building relationships with internal colleagues and external clients;
- Proven ability to meet multiple and/or unexpected deadlines in a fast-paced environment with a demand for quick turnarounds;
- Experience resolving blockers independently, and ability to work with minimal supervision and direction;
- Minimum of six years' work experience, with at least two years working in/supporting organization strategy-related roles or Human Resources.

■ SKILLS AND ATTRIBUTES:

The Project Coordinator will possess the following soft skills and attributes:

- Adept at managing workflow process, and systems designer; is good at figuring out what to measure to track progress; sets up systems that can almost manage themselves; is a master at the effectiveness and efficiency of work systems; can quickly diagnose and fix a workflow problem; always looking for incremental process improvement;
- Ability to work quickly to deliver clean and repeatable solutions;
- Values accuracy and possesses a strong attention to detail;
- A confidant with sound judgment regarding confidential and sensitive matters;
- Strong communication skills both written and verbal and comfortable leading client discussions;
- Collaborative, and enjoys working in a team environment;
- Highly adaptable and flexible;
- Strong client-facing skills with demonstrated ability to build strong relationships and interface effectively with all levels of the organization;

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- Relates well to a wide variety of diverse styles, types, and classes; open to differences; effective up, down, sideways, inside, and outside; builds diverse networks; quick to find common ground; treats differences fairly and equitably; treats everyone as a preferred client.

■ WHY IS THIS COMPELLING POSITION?

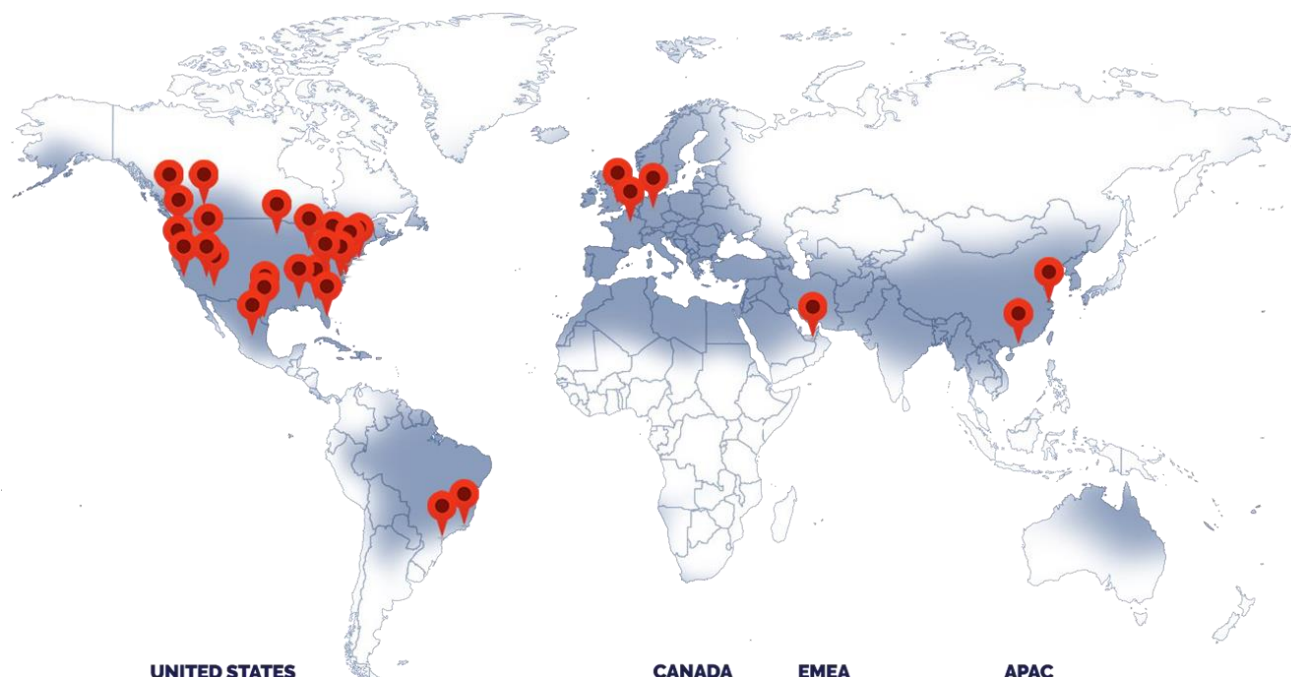
- Strong growth story as a PE-backed, mid-sized, global boutique with size and scale.
- Value Proposition: Outstanding proprietary product offering, including Z Score, that is changing how companies think about hiring and provides clear differentiation on search firm selection.
- The culture is collegial and supportive; a “no jerks” culture.
- Leadership has long-term growth mentality and history of building successful businesses – patiently and the right way.
- Commitment to expanding the global platform solution further in the coming years.
- Deeper Client Relationships: With work executed from the Board/C-Suite to VP and Director level.
- Ideal management style for those who value independence and hands-off management yet want support, teammates, and infrastructure.

■ UNIQUE SUCCESS FACTORS WITH ZRG

- ZRG has a 20-plus year history of success and growth through various market conditions.
- The ZRG leadership team has extensive business experience (not just search experience) growing businesses from scratch through IPO and scale and is hands-on in the business.
- The company has invested in a solid global infrastructure to support clients around the world.
- An innovative and game-changing value proposition centered around data, analytics, and process solutions.

POSITION DESCRIPTION

Global In Reach: AMERICAS | EMEA & APAC



UNITED STATES

Atlanta, GA	Houston, TX	Rochelle Park, NJ
Austin, TX	Los Angeles, CA	San Diego, CA
Boston, MA	Minneapolis, MN	Seattle, WA
Boca Raton, FL	New York, NY	Washington, DC
Chicago, IL	Phoenix, AZ	West Hartford, CT
Cleveland, OH	Pittsburgh, PA	Wheaton, IL
Dallas, TX	Purcellville, VA	

CANADA

Calgary
Vancouver

EMEA

Frankfurt, Germany
Geneva, Switzerland
London, England
Paris, France
Milan, Italy
Dubai, UAE

APAC

Shanghai, China
Wanchai, Hong Kong

BRAZIL

Sao Paulo
Rio de Janeiro

KRISTENE COUTURE

Director of Operations

+1. 508.658.8469

kcouture@zrgpartners.com

Kristene Couture is the Global Director of Operations for ZRG Partners, based in Massachusetts. She is responsible for managing all aspects of the CRM data & information system along with the Project Coordinator staff globally.