

Research / Recruiting Associate Fast-Growth Retained Executive Search Firm

New Jersey Location

Seeking a Rewarding Career as a Strategic Consultant???

Our newly designed headquarters office located in the center of historic, colonial Morristown, New Jersey offers a superb environment to deliver outstanding service in retained executive search and human capital consulting that exceeds client expectations. Epsen Fuller & Associates www.epsenfuller.com, is the US Partner of IMD International Search & Consulting, the world's 9th largest executive search and consulting firm, with 150 consultants and 40 offices around the world.

Reporting to the Search Principal, the successful individual will be an integral team member in the successful execution of senior level executive search assignments for Fortune 1000 clients. This individual will develop target company research, engage in creative sourcing and name generation leading to critical candidate identification while establishing fruitful relationships with sources and cultivating potential candidates.

Background and expertise should include:

- ➔ Minimum 2 - 3 years experience in executive search firm or a pro-active corporate recruiting and staffing organization preferably including expertise in a core industry germane to our business sectors and flexibility to conduct research and recruiting activities in multiple industries;
- ➔ Very strong competency with computer research including creative methodologies and familiarity with obtaining business information and contacts; Ability to produce concise and effective presentations of results utilizing Microsoft Word and Excel spreadsheets; Experience utilizing and conscientiously maintaining and updating results on contact management relational database;
- ➔ Competent in establishing fruitful relationships and a history of success cultivating candidates; Proven ability to understand the relationships between the various organizational components and players in sophisticated corporate organizations;
- ➔ A quick learner who is able to grasp concepts quickly, manage a demanding search load, balance multiple tasks and switch gears while maintaining priorities; Outstanding organizational and project management skills; Outgoing and assertive with a sales-type personality; Proactive, self-motivated and detail-oriented while not losing track of the big picture; Exhibits pride in their work; Superior work ethic; Personal maturity and good judgment are essential;
- ➔ Articulate, well-read and possessing superior oral and written communications and effective interviewing strategies for evaluating candidate credentials and creating trust, as well as telephone presentation skills with proven ability to creatively obtain information and to influence decision making;
- ➔ Truly enjoys delivering value in a rapidly changing and often demanding work environment where teamwork and a partnership spirit are required and where a premium is placed on both the creative vision and its flawless execution.
- ➔ Bachelor's Degree, with a strong preference for higher education and/or additional career related credentials; multilingual proficiency considered a plus.

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