

Colombia Jobs Expertini®

Senior Associate

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Company: Heidrick & Struggles

Location: Bogotá

Category: life-physical-and-social-science

Description

What We Do

Executive Search Senior Associates play a critical role in the execution of all facets of the executive recruiting lifecycle, from candidate identification to placement. Working closely with our expert Search Partners & Principals (Consultants), Senior Associates build upon their existing professional skills in a hands-on environment and continue to receive world class mentorship and professional development in an apprenticeship-style method. Our Senior Associates drive most aspects of the recruitment process, from developing the search strategy with the Consultant through managing its execution. Senior Associates also get exposure to business development activities. The search process includes working with clients to develop position specifications; interviewing, and assessing prospective candidates and building a pipeline of qualified candidates for active searches meeting the client's requirements; developing the candidate relationship; and candidate referencing. An integral part of a Senior Associate's role is assisting with client relationship management, sustaining relationships with senior executives and guiding candidates through their recruitment journey.

While learning the Search industry, Senior Associates invest significant time researching and learning about various industries, executive roles and functions, and do so in collaboration with colleagues across the globe. The Senior Associate role provides a great degree of visibility, significant responsibility and the opportunity for high impact with an excellent career

track potential on a well-defined path.

Role Responsibilities

Research & Writing:

Developing position specification(s) and creating an effective search strategy in tandem with the Consultant.

Conducting industry specific and client company research, mapping the executive talent landscape to bring market insights to the Consultant/Client.

Assisting Consultants in preparing business development materials to present to prospective and current clients.

Internal and External Communication:

Contacting prospective candidates to elicit interest in client opportunities, obtaining referrals, and/or collecting market intelligence and feedback.

Conducting in-depth interviews to assess candidate qualifications and fit to position specifications.

Writing candidate assessments and presenting candidates to clients.

Managing candidate relationships throughout the entire life cycle of the search and keeping the Consultant abreast of candidate updates.

Contributing to client relationship management with the Consultant.

Living Our Values:

Partnering well across a multitude of stakeholders with the aim of developing productive and trusting relationships with colleagues across the firm.

Fostering an environment of collaboration; viewed as a team player.

Acting as a culture carrier; contributes to firm, practice and/or office initiatives.

Demonstrating self-awareness, humility, empathy, and open-mindedness in the workplace.

Ethics & Quality:

Maintaining the accuracy, quality, and integrity of all Search information in our various internal and external research tools.

Maintaining status reports and client ready reports for both internal and external presentation(s) to Consultant and Client.

Managing multiple concurrent projects and completing high quality deliverables on time.

Acting with the highest regard to professionalism, confidentiality, and ethics.

Succeeding and persisting through challenges, motivated to do the right thing.

Basic Role Qualifications

4-6 years professional experience or a minimum of 3+ years of transferable recruiting experience.

An undergraduate BA/BS degree is required.

Exhibits skill and developing mastery of professional communications, displaying adeptness in writing, articulating, and delivering information with confidence and impact.

Exhibits a proven ability to collaborate with external clients and candidates, showcasing adeptness in influencing and fostering productive partnerships.

Preferred Role Qualifications

Prior experience in full life cycle recruiting in Executive Search, Contingent Search or In-House Talent Acquisition or other industry requiring applied sales and research skills strongly preferred.

Proven success simultaneously managing multiple projects and working across teams.

Experience targeting potential candidates and developing pitch materials.

Experience identifying market trends and researching information effectively through various channels.

Ability to analyze, organize and synthesize large volumes of information into insights.

Demonstrated skill in building and maintaining relationships with a diverse group of stakeholders.

Experience working with Salesforce or other CRM.

Heidrick & Struggles is an equal opportunity employer committed to hiring qualified protected veterans and individuals with disabilities. All qualified applicants will be considered for employment without regard to race, color, religion, creed, age, sex, national origin, gender identity or expression, sexual orientation, disability, marital status, veteran or military status, or citizenship status.

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