



Research Consultant

About the Company

CarterBaldwin Executive Search is a leading international retained executive search firm. Our clients are a diverse set of some of the largest and most admired businesses, universities, and non-profit institutions around the globe. We use a reliable and performance driven process to help these clients hire talent for their organizations.

Our partners have more than 75 years of combined experience, and we are listed among the Top 40 search firms in the nation. In 2017, CarterBaldwin was named to the *Forbes* America's Best Executive Search Firms list.

We are a bright, fresh, high energy firm that strives to live out our core values of being positive, efficient, serious about results, and 100% trusting and trustworthy. (You can read more about our values at <http://carterbaldwin.com/why-carterbaldwin/our-values/>).

Opportunity

Our Research Consultants produce quality research that helps locate the best candidates to fit both the needs and the culture of our clients. By understanding the landscape of a particular industry and role and identifying the most talented people within that space, the Research Consultant contributes to the further growth of our business. The position reports to the Director of Research and collaborates with a specific Partner and Search Consultant on each assigned search. The Research Consultant will:

- Collaborate with the search execution team to develop and drive customized search strategies
- Generate a list of potential candidates for assigned search projects
- Consult frequently with partners and consultants to manage research and deliver great client outcomes
- Improve knowledge management in current and future business sectors
- Assist in business development research and provide background information for meetings and presentations

Desired Skills & Experience

The successful candidate will be curious, ambitious, action-oriented and possess the ability to be both strategic and focused on tasks and details. This person will enjoy a fast-paced environment and gain satisfaction through "doing." He or she will be adept at managing the research needs of each search, while working collaboratively with others' input and direction to complete each search project.

A bachelor's degree is required. An advanced degree in library science or a related field is preferred. Prospective candidates must have:

- Excellent oral and written communication skills, including the ability to present thoughtful, detailed, and accurate information
- Extraordinary project management skills, including multi-tasking and attention to detail
- Strong time management skills with the flexibility to adapt to changing circumstances
- Knowledge of CRMs and internet research tools, with the desire to be received continued and specialized training on how these tools apply to executive search

- Exceptional interpersonal skills, combined with confidence and a strong desire to contribute to a team-based, service-driven culture
- A sense of urgency with the ability to cope under pressure, complementing and supporting other team members

Contact:



Please submit your resume and a brief letter of interest to Tatum Preston, Director of Research, at tpreston@carterbaldwin.com. If you have specific questions about the role, or want to understand more about CarterBaldwin and what we do, please feel free to ask prior to applying.