



GUIDEPOINT

GUIDEPOINT CAREERS

Associate Strategic Research, Client Service– Fluent in English (US)

The Client Service team is the backbone of Guidepoint's success. The team is responsible for efficiently delivering Guidepoint's services to our clients around the world. We work to understand each client's unique business questions and help them gain critical insights to stay informed and make better business decisions. Come work with us to deliver the best service in the industry and help our clients make some of the most important business decisions in today's economy.

WHAT YOU'LL DO:

- Cooperate very closely with the teams of our offices in the APAC region and be their extended arm for US/Canada focused requests
- Review and analyse client research requests and use a range of resources to identify the most relevant subject matter experts across geographies, industries, and topics for each project
- Utilise the phone, LinkedIn, and other outreach methods to recruit new Advisors to join the Guidepoint network by effectively communicating why their expertise is a good match for the specific project you are working on
- Screen experts for their suitability for specific client projects and create professional profiles for client consideration
- Coordinate with Guidepoint Advisors to obtain required information for Project Managers
- Operate with a teamwork mentality that leads to building and maintaining strong relationships with other Guidepoint employees, offices, and Advisors
- Gain expertise on the various industries our clients work in order to make sure Guidepoint always finds the right experts for a given project
- Work from 12:00 to 20:30 (incl. 30 min break)

WHAT YOU HAVE:

- Bachelor's degree with high level of academic achievements / Young Professional (m/f) with first working experience
- Strong team player with entrepreneurial mind and "can do"-attitude along with pro-active and results-oriented work style
- Prior experience in US/Canada's executive search market / business research or management consulting is a plus
- Outgoing personality with the ability to speak with individuals at all professional levels
- Intellectual curiosity and desire to learn
- Strong communication skills
- Fluency in English is essential; working proficiency in Korean, Japanese, Chinese (Mandarin) is a plus
- Ability to work in a fast-paced entrepreneurial environment

WHAT WE OFFER:

- Competitive compensation
- Private health insurance
- Entrepreneurial environment, autonomy and fast decisions
- International exposure to the global Guidepoint service teams
- Casual work environment and compelling people
- Summer and winter team events

CONTACT US:

Would you like to be part of our team? Then we look forward to receiving your application by email to akosta@guidepoint.com

If you have any questions, contact us by email or by phone at **21 1234 1238**

Visit our site for more opportunities at <https://www.guidepoint.com/careers/>

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