



GUIDEPOINT

GUIDEPOINT CAREERS

Associate Intern, Client Service – Consulting Teams

The Associate Internship Program is intellectually stimulating, challenging, and rewarding. Working alongside Associates and Project Managers, you will help clients collect insights critical to make effective investment and business decisions. Your objective will be to identify and recruit the subject matter experts who can offer insights sought by our clients. Expect to work on projects in different industries at once from briefing through delivery. The Associate Internship Program is a three- to six-month program that provides formal training, social networking outings, and mentorship opportunities.

What You'll Do:

- Assist in recruiting top industry subject matter experts into the Guidepoint network
- Find and liaise with existing advisors to schedule and confirm telephone consultations
- Leave messages and follow up with Advisors to expedite scheduling projects
- Perform industry research to identify topical trends in the Healthcare, Energy/Industrials, Consumer Goods, Financial Services, Technology, Media and Telecom industries to deliver best-in-class client service
- Assess client research needs and develop outreach strategy to approach relevant subject matter experts
- Screen experts for their suitability for specific client projects and create professional profiles for client consideration
- Operate with a teamwork mentality that leads to building and maintaining strong relationships with other Guidepoint colleagues

What You Have:

- Pursuing a Bachelor's degree with or equivalent experience; strong grades are a plus
- Excellent written and (especially) verbal communication skills
- Fluency in English is essential; very good knowledge of additional languages (French, Spanish, German, etc.) is a plus
- Intellectual curiosity and desire to learn
- Prior work experience or coursework related to any of the following sectors: Healthcare, Energy/Industrials, Consumer Goods, Financial Services, Technology, Media and Telecom is a plus
- Ability to work in a fast-paced entrepreneurial environment
- Effective time management skills

What We Offer:

- Competitive compensation for internship level
- 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
- Possibility of permanent position upon successful internship

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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