



RESEARCH ASSOCIATE London

We are looking for a smart, detail oriented graduate for a full time Research Associate position in our Executive Search team in London. The role will involve supporting a Senior Associate in the recruitment of professional in the trading & technology industry. This role is suitable for those looking for a first job as a graduate, with the desire to build a highly profitable career. We are looking for someone highly ambitious who will be able to assimilate significant amounts of knowledge quickly and can be promoted to an Associate position within 1-2 years, given successful performance.

The role will see the successful candidate:

- Candidate resourcing
- Building short lists and sorting data
- Cold and warm calling of clients
- Taking notes and set specifications
- Sourcing relevant information for clients
- Diary management
- Advert response management

Our Preferred Requirements:

- Track record of success, be it within academics, sport, music or previous employment
- Computer literate including full Microsoft Office suite.
- Strong written/spoken English skills
- Clear and confident phone manner
- Hard working, focused and goal oriented
- Collaborative / team player
- Punctual with excellent time management skills
- Fun with a good sense of humour, while maintain a professional approach to work

WHY WORK FOR NJF?

NJF provide an environment that allows you to work to your best ability. Aside the fancy fridge full of drinks, ping pong table, massage chair and 'Pantry desk' NJF pride themselves on incentives that will motivate you throughout your career. NJF allow all staff, no matter how junior, to participate in all incentives, to name a few...

- Lunch Club; for staff to dine out at some of London's finest restaurants
- Holiday Club; enjoy a luxury holiday with your team paid for by NJF
- Business Trips; target based incentives for the more Junior members to join Senior Associates on global business trips to build experience, confidence and market knowledge
- Birthday half day
- A monthly 'Rolex Target'
- Commission structures also available to Researchers
- ...and many more

NJF steer away from 'classroom' type training and base your success on being with a group of experienced and well ego balanced team. You will receive hands on, practical training to enable you to work towards being an Associate. If you are looking to start your career now please apply or call me to discuss the position further.