

HEIDRICK & STRUGGLES

Role and Person Profile

Associate



Heidrick & Struggles is committed to a policy of equal opportunity for all employees and applicants including members of minority groups and women, and will endeavor to make reasonable accommodation to the limitations of physically and mentally disabled employees and applicants, and to fully utilize the skills of Vietnam-era veterans. The company expects all employees to support this policy and to comply with all applicable laws prohibiting discrimination in employment.

The Position

The Associate role is responsible for providing support to Consultants for the development, execution and completion of leadership search and/or consulting projects. They also play an active role in developing and broadening the knowledge base of the firm.

Qualifications/Requirements

- The successful candidate will have 3-5 years of experience in a business environment, preferably in a service-oriented industry.
- An undergraduate degree is required, relevant graduate degree, MBA or JD is preferred.
- Experience identifying market trends and researching information effectively through various channels.
- Ability to analyze business information and organize multiple points and large amounts of data into concise targeted information summaries.
- Ability to develop strong relationships to build either an industry or functional network.
- Personal and business maturity that leads to confident and rational business decisions.
- Demonstrated initiative and resourcefulness to develop well-planned strategies and achieve goals within tight timelines.
- Comfortable and competent using technology in a business setting.
- Can leverage Partners in their leadership search or consulting practice and is comfortable and competent with client contact.
- Ability to manage a demanding workload, balance multiple tasks and switch gears while maintaining priorities.

Behavioral Competencies

- Excellent communication skills; speaking, writing, listening. Articulate and persuasive, can communicate difficult and complex matters in a straightforward, transparent manner.
- Strong organizational, analytical, detailed planning and project management skills.
- Possesses the ability to maintain professionalism and honesty while building credibility, trust, and respect with both internal and external clients and customers.
- Ability to grasp concepts quickly, think beyond traditional methods to exceed client's expectations.
- Curious by nature.
- A team orientation will be a valuable addition to a collegial, collaborative environment.
- Proactive and self-motivated. Action bias with a strong sense of urgency.
- Strong intellectual capacity; a continuous learner, highly analytical, good conceptual thinking skills.
- Detail-oriented while maintaining sight of the big picture.
- Personal maturity and good judgment.
- Strong work ethic.
- Adheres to the highest ethical and professional standards.