

POST:	Associate Consultant
APPRENTICESHIP:	Business Administration Level 3
START DATE:	ASAP
LOCATION:	Old Street, London
SALARY:	£16,000 - £22,000 starting salary plus an annual bonus (dependent on experience)

The Company

Founded in 2011, we are a boutique executive search company working with Investment Banks, Hedge Funds, Asset Managers and Trading Houses globally. We are passionate about what we do, we build strong, lasting partnerships with our clients to understand their needs, and provide solutions for their hiring requirements.

The Role

We are currently seeking several Associate consultants to join our growing team. This is a fantastic opportunity for a smart, driven and capable individual interested in both the financial markets and recruitment space. We strongly believe in building lasting careers – from graduate intake to becoming senior consultants or partners.

Responsibilities

- Updating and maintaining our database and internal reports
- Attending candidate interviews and producing candidate profiles
- Liaising with both candidates and clients (via email and phone)
- Researching and building market maps to ensure an in-depth understanding of you and your clients' market
- Assist consultants with the preparation of client presentations, pitch books and proposals for new mandates
- Accompany senior consultants and partners to client meetings

Desired Skills

- 1 years minimum work experience a fast paced/ sales based industry
- Detailed orientated and organised
- Self-starter who enjoys problem solving
- Excellent verbal and written communication
- Hardworking
- Proficient IT skills (Microsoft office)

Future Prospects

Clear career progression – **we are growing, your progress is only limited by the pace in which you can develop!**

If you are a detail orientated, high energy individual, looking for a new challenge and want to learn more about the financial, Carbon, ESG, tech, the energy transition marketplace we would love to hear from you.