

OPPORTUNITY PROFILE

Recruitment Search Associate (Calgary)



Leaders International

Leaders International is 100% Canadian-owned, commencing operations in 1989. Ownership consists of a group of Partners, all actively involved in the daily operations of the business. As one of Canada's most experienced executive search firms, Leaders International has successfully completed over 5,000 assignments for local, national and international clients. Assignments include searches for senior executives and organizational leaders across a broad range of industries and sectors. Our Diversity and Indigenous practice is a leader in North America, and Leader's is Gold-Level PAR Certified with the Canadian Council for Aboriginal Business. Leaders International has a diverse workforce of 60+ employees and offices (on-site and virtual) in Vancouver, Edmonton, Calgary, Saskatoon, Toronto, Montreal, Ottawa and Winnipeg.

Recruitment Search Associate

Scope and Responsibilities:

The Recruitment Search Associate role provides a unique opportunity to help execute the searches brought into the firm, contributing to the overall success of Leaders projects. This position requires outstanding communication skills, dedication to company goals, a passion for quality and a fundamental sense of urgency. The roles and research you will be working on are based locally, nationally and/or internationally.

Core Responsibilities

- Supporting Consultants/Recruiters/Partners for specific engagements by generating names of potential candidates using the phone, email, social media, and online information resources.
- Actively assisting in designing search strategies.
- Developing appropriate company target lists for active searches, position specification development, research of candidates for role(s), reference checks, scheduling candidate interviews and other due diligence.



- Using internal databases and systems to track projects and for reporting purposes.
- Identifying and investigating people working in aligned positions in companies similar to the client and identifying potential new candidates.
- Supporting business development research and reach-outs.
- Monitoring, researching, analyzing and alerting consultants of new business opportunities for the company.
- Attending client meetings, as appropriate, to provide information support.
- Assisting the team in various projects as required.

Education

- Bachelor's Degree, ideally with 3+ years' work experience. Equivalent education and experience will be considered.

Experience / Personal Attributes / Ideal Candidate:

- Experience with online and database research and techniques, including Boolean search.
- Independent worker who is creative and resourceful, experience working remotely an asset.
- Strong customer service orientation and ability to talk and interface with diverse professionals.
- Ability to work in a fast-paced, highly demanding consulting environment.
- Ability to think strategically, and to grasp business models and structures and organizational dynamics.
- Networking skills that enable the building of a strong database of candidates.
- Excellent multi-tasking and time management skills.
- Ability to maintain confidentiality of candidates.
- Excellent business writing skills and ability to write reports (headlines, summary or conclusions).



- Able to quickly develop industry, company and functional expertise.
- Able to manage responsibilities with minimal direction.
- Exceptional communication (both written and oral) and decision-making skills.
- Positive, pro-active, problem solving attitude.
- Tenacity, resilience, patience, discretion, and integrity.
- Natural curiosity about people and organizations.
- Interested in executive search = connecting people, building careers, supporting clients!

Equity, Diversity and Inclusion

Leaders International is committed to building a dynamic culture grounded in diversity and inclusion. We encourage applications from Indigenous persons, racially visible persons, persons with a disability, women, and persons of a minority sexual orientation and/or gender identity, and all candidates that would contribute to the diversity of our organization.

Leaders welcomes applications from people interested in remote/virtual work and will consider filling this position with a part-time or full-time employee.

Express Your Enthusiasm

If you are talented, motivated and up for a challenge, and the thought of joining the team at Leaders excites you, then we want to hear from you. Please email a cover letter and tailored resume (PDF or Word document only) to **Heather Fookes** at HeatherF@leadersinternational.com indicating the job title in the subject line of the email.

Leaders International Executive Search

www.leadersinternational.com