

REILLY PARTNERS

POSITION: RESEARCH ASSOCIATE

COMPANY:

Reilly Partners is a retained executive search firm based in Chicago, IL. We work with companies to effectively find, acquire and onboard high-quality talent that will positively impact their organizations. We employ a team of industry veterans that help clients to build their business, meet their company objectives, and stay competitive in today's corporate environment.

We deliver a comprehensive set of services with superior industry results, and our strong commitment to being a true strategic partner has helped to set us apart in the executive search field.

Joining Reilly Partners means striving to surpass your own expectations – you learn how to work with leading companies and organizations, and how to make a difference. Whatever your career goals, you will discover limitless opportunity at Reilly Partners.

SCOPE AND RESPONSIBILITIES:

A Research Associate is an essential part of the executive search process. Reporting to the Chief Operating Officer, this individual will conduct searches for key executive and senior management positions for clients within multiple industries.

As part of the Reilly Partners team, the Research Associate will be in daily contact with the COO, Managing Partners and Principal on active searches. The successful candidate will have the ability to research and understand various industries and business segments. This individual must have the confidence to speak with senior executives in order to qualify and assess their potential candidacy.

The research associate will also take part of meetings with clients, interviews, and market assessment to best fit the company's strategic goal. This individual must be able to successfully work under tight deadline while developing weekly KPI's to the COO and Managing Partners.

PERSONAL ATTRIBUTES:

- Reilly Partners seeks a motivated, intelligent, outgoing and creative individual with solid business skills and strong work ethic who would thrive in this fast-paced, ever-changing work environment.
- This individual will have the ability to communicate at all levels and conduct multiple searches in varying stages.

EXPERIENCE REQUIRED:

- Bachelor's Degree in business, communication, or related field.
- Effective communication skills (verbal and written), and the ability to converse with professionals at all levels.
- Prior Executive Search experience is a plus.
Passion for learning, strong common sense, and the ability to work as part of a team.

Please email resume to Steve Wood: woody@reillypartners.com