

# Job Description:

# **RESEARCH**

# **ASSOCIATE**

## **(BUSINESS DEVELOPMENT)**



# ABOUT ATHENA



*“ Unique portfolio of services covering entire spectrum of Talent Management ”*

## AESC

First Indian boutique and the youngest firm globally to be qualified and appointed as a member to AESC (Global council of retained search firms)

## Penrhyn

Athena is the India member firm of Penrhyn International, a leading global network of premier retained executive search firms, with 45 offices across 23 countries around the world.

## EXPERTISE

Being sector agnostic and scenario specialist we have been a preferred consulting firms with expertise and credentials around specific scenarios like India Entry, Mergers & Acquisitions, PE/ VC Investment, Global Expansion etc.

## EXPERIENCE

Team with a track record of more than 600+ engagements in Executive Search and other Talent Management Consulting areas experience of working across a large spectrum of clients i.e. from Fortune #100 companies to niche start-ups





# OUR SERVICES



## SEARCH SERVICES



### BOARD SEARCH SERVICES

An enabler in placing the most talented leaders with enhanced focus on Corporate Governance & Globalization



### EXECUTIVE SERVICES

Our Search services are backed by our robust research methodology bundled in an extremely agile and flexible delivery model



### CROSS BORDER SEARCH

Our cross-border search is driven by our research capabilities across the globe touching 46 geographies through our exclusive alliances with boutique search firms having similar outlook.

## CONSULTING SERVICES



### TALENT MAPPING

Our Talent Mapping service is customized to meet the unique needs of a business, optimizing their talent acquisition function by creating a 'hire ready' pool of pre-qualified candidates, while reducing costs and market exposures.



### COMPENSATION & BENEFITS BENCHMARKING

We leverage our active relationships and deep penetration within the talent pool to get up-to-date and accurate data for compensation & benefits benchmarking



### PERSONA DUE DILIGENCE

Our 'Persona' Due-Diligence solution has been designed to help organizations mitigate risks in scenarios of inorganic growth. Key features of this service include performing a 360-degree analysis to assess the characteristics of the target, mitigating reputational risks associated with the investment decision as well gauging human capital potential/skill gap analysis.



# KEY RESPONSIBILITIES



*The incumbent in this role will work within the Business Development function of Athena and support the sales team and the overall organization in achieving revenue targets and growth objectives. The incumbent will be responsible for researching relevant organizations/channels to develop business and representing the firm through engaging with prospects (C-Suite leaders) in India and International geographies.*

- Support the sales team in developing a robust pipeline of business leads focused on new
- opportunity identification
- Work closely with the sales team to identify relevant situations/scenarios within the identified target companies for Athena's services and solutions
- Research focused on identifying decision-makers and different channels to engage, including customized email pitches and effective cold calls
- Develop, work, and report weekly achievement of meeting targets against quarterly business plan to achieve and exceed results
- Maintain an accurate and up to date database of prospects in the CRM tool
- Work with sales team in creating innovative content, marketing intelligence and branding
- Strategies to build organization visibility to the targeted audience also share insights on
- Relevant industry forums, networking events for the organization to participate





# DESIRED PROFILE

## Qualification

- A graduate degree or equivalent in the subject area of management or business

## Skills

- An individual with strong business acumen and extraordinary prospecting skills is preferable
- A strong bent towards consultative selling and the ability to build and develop deep relationships is preferable
- Advanced presentation skills and the ability to deep dive into niche industry trends
- A problem-solver and analytical individual who has the ability to think out of the box
- Excellent oral, interpersonal, and written communication skills
- Self-motivated and target-driven individual

## Attributes

- Innovation and developing creative solutions
- Enthusiasm and self-motivation
- Organization: able to plan and deliver work to meet required deadlines
- Tenacity: working to achieve own and team objectives and to overcome obstacles
- Ability to be an effective team worker



# CONTACT US



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# Job Description:

# **RESEARCH**

# **ASSOCIATE**

## **(OPERATIONS)**





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# KEY RESPONSIBILITIES



*The incumbent will be a key contributor in providing research support in the execution of search assignments. Should have the capability of managing the projects under the guidance of their respective managers and will be primarily responsible for working on multiple assignments and taking part in extensive research.*

- He /she will be primarily responsible to provide primary & secondary research support to the team in the execution of CXO mandates
- Research on companies (Clients), Industries/Sectors, and potential candidates.
- Creating robust search strategies that will attract the best and brightest leaders for the positions
- Calibrating candidates with hiring managers
- Participate in the entire lifecycle of the executive search process including market research and analysis, candidate identification, taking interviews whenever required, and attending client status calls and client meetings with their respective managers
- Discover innovative ways to identify high potential talent within a given market in addition to staying abreast of market trends, business intelligence, and competitive information
- Identify and implement innovative approaches and best practices across the organization. Help maintain consistency with regard to process and quality.
- Providing research support for Business Development and knowledge creation initiatives of the firm





# DESIRED PROFILE

## Qualification

- A graduate degree or equivalent in the subject area of management or business

## Skills

- Experience on different job portals and candidate search tools is preferable
- The incumbent should have awareness of the latest developments in the market trends
- Ability to conduct individual research work and disseminate results is preferable
- Ability to organize and prioritize own workload
- Excellent oral, interpersonal, and written communication skills

## Attributes

- Innovation and developing creative solutions
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