



# JOB SPECIFICATION

## ANALYST BOYDEN RUSSIA

December 2020

boyden



# ABOUT BOYDEN

**Founded in 1946**, today we are among the largest global executive search firms.

We operate **more than 65 offices across over 40 countries**.

We created the business of international retained executive search over **70 years** ago and today we continue to **drive innovation** in the industry.

We are the world's leading executive search firm focused on **globally-oriented, growth and emerging organizations**.

We are **Association of Executive Search and Leadership Consultants (AESC)** founding member.

## TOP 10

Executive Search firm according to annual rankings by various business media

## 91%

client satisfaction rate globally

## 96%

candidate satisfaction rate globally

## 80%

completion rate in Russia

## 27 completed projects

in Russia in 2020

1946



BOYDEN

Boyden  
understanding people

Boyden  
global executive search

Boyden  
global executive search

boyden  
The Right Leadership. Worldwide.



## 1995

Boyden opens first office in Russia

## 2016

restart of operations in Russia via local partner company

## 2020

Boyden opens new corporate office in Russia with 8 employees, including 4 seniors



## KEY RESPONSIBILITIES

- Together with Partners & Principals, participation in C-level executive search projects for major Russian and global companies;
- Search and selection of candidates: market analysis, candidates' identification, definition of search strategies;
- Organizing interviews with the candidates: initial phone interview, maintaining contact with candidates, maintaining internal database of candidates;
- Preparing various documents for clients (progress and status reports, job descriptions, candidate reports and reference reports);
- Partial communication with clients.

## THE IDEAL CANDIDATE

- Talented, curious and open-minded, interested in creative and challenging work;
- Higher education;
- Excellent communication and self-organizational skills;
- Deep analytical skills, fast learner, readiness to work with a large amount of information;
- Fluent English;
- Experience in the field of recruitment will be an advantage (but not necessarily).

## WE OFFER

- Full-time employment;
- Learning and development that will allow you to become top-notch executive search consultant;
- The level of wages is discussed at the meeting;
- Compensation of mobile communication;
- A cohesive and friendly professional team;
- Office in the center of Moscow (m. Lubyanka).



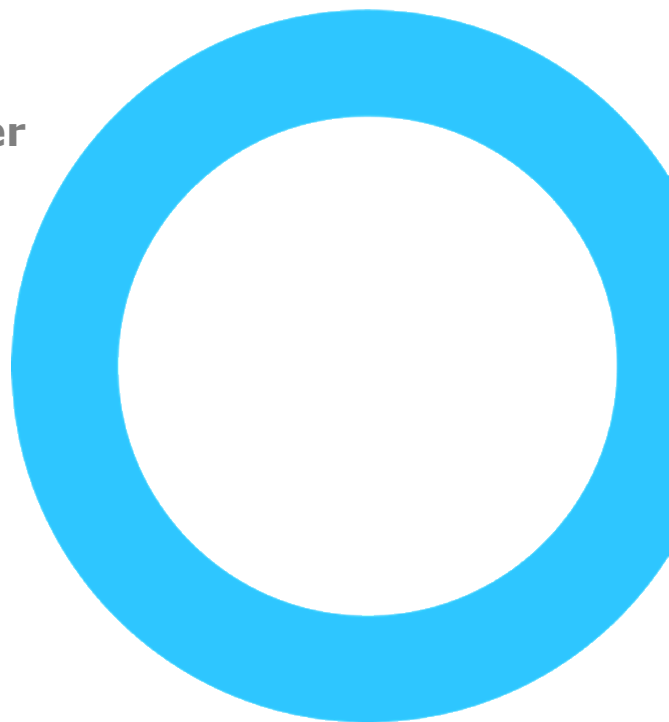
## CONTACT

Please send your CVs with a cover letter in English to [russia@boyden.com](mailto:russia@boyden.com)

### Boyden

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