

Company: Creative Talent Endeavors
Position: Research Analyst
Based: Remote

Creative Talent Endeavors is a retained executive search firm founded in 2017 with a commitment to do executive search differently. Our mission is to create a world where potential and opportunity meet, and we work every day to help our clients meet their talent needs. We offer retained search services for senior-level roles, as well as advisory services for talent functions facing broader challenges. Clients range from VC-backed start-ups to multibillion-dollar global organizations with household names.

Reporting to an Engagement Director, the Research Analyst will be responsible for assisting the retained search team in the identification of qualified candidates for roles for which the company has been contracted. The Research Analyst will also be responsible for the management of data integrity in the client portal, ensuring that all information visible to clients is accurate, consistent, and free of any errors. This person will play a vital role in the continued growth and success of the recruiting function at CTE. The successful candidate can look forward to working in a fast-paced environment with significant opportunities to grow and develop personally and professionally, including substantial room for advancement.

SCOPE OF THE ROLE

- Collaborate with Engagement Directors and Senior Associates on sourcing candidates and crafting messaging for client roles
- Engage in the development of research strategies for client roles, working within the scope of client guidelines to identify sources of potential candidates
- Manage the technical resources used over the course of an engagement, ensuring data integrity in both client-facing and internal systems
- Participate in internal projects related to process improvement, technical resource evaluation, or other important efforts for the firm's long-term success
- Manage time and balance priorities effectively to ensure high-quality work is completed on time to meet expectations
- Maintain a high degree of professionalism in all interactions with clients and candidates

EXPERIENCE & SKILLS

- Curious nature
- Strong attention to detail
- Eager attitude with a commitment to learning
- Interest in the professional services industry, especially executive search
- Strong written and verbal communication skills
- Familiarity with Microsoft Office and LinkedIn
- Undergraduate degree

COMPENSATION & BENEFITS:

- Competitive pay, including participation in the firm's annual incentive program
- Fortune 500-caliber benefits, including 401k with company match
- Flexible scheduling and fully remote work environment
- Significant potential for future growth
- Freedom and encouragement to bring your whole self to work