

Company: Creative Talent Endeavors
Position: Senior Associate
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 Senior Associate is a skilled recruiter who will lead search assignments and execute search strategies that facilitate clients quickly filling roles with top talent. The Senior Associate will source and recruit candidates as well as manage the client relationship with the hiring manager and client HR/TA partners. The search assignments will be high-impact roles for clients at the Director level and above.

SCOPE OF THE ROLE

- Act as a consultant to understand not just the culture and needs of the client, but the macro trends that impact their industry
- Develop and execute the search strategy for each assignment
- Selectively market opportunities to passive candidates via LinkedIn and other forms of networking
- Manage client relationship by updating them in real time and via weekly meetings
- Build relationships with candidates to facilitate their future participation as a candidate, resource, or client
- Work autonomously in a highly communicative remote work environment
- Maintain regular contact with candidates throughout an engagement to manage expectations and discuss project status
- Develop pipeline of high-quality candidates for future opportunities to build bench talent
- Participate in internal projects related to process improvement, technical resource evaluation, or other important efforts for the firm's long-term success
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EXPERIENCE & SKILLS

- 5-7 years of retained executive search experience
- Innate curiosity and a passion for learning
- Skilled in Boolean and LinkedIn Recruiter
- Undergraduate degree
- Excellent analytical skills
- Experience in targeted selection interview techniques

- Strong project management, influencing, and presentation skills
- Outstanding verbal and written communication skills
- Excellent client management, candidate management, and interpersonal skills
- Demonstrated analytical approach to problem solving
- Willingness to work flexible hours as needed, managing clients in other time zones
- Strong attention to detail

COMPENSATION & BENEFITS:

- Competitive compensation, including participation in the firm's annual incentive program and specific performance-based rewards
- Fortune 500 caliber benefits, including 401k with company match
- Flexible scheduling and fully remote work environment
- Freedom and encouragement to bring your whole self to work