



Position Specification

Russell Reynolds Associates
Executive Search Intern

Private and Confidential

Position Specification – Executive Search Intern

Are you looking for your year abroad internship?

What can Russell Reynolds offer you?

- A paid internship in a leading international consulting firm
- Start to connect with the business world and develop, before the start of your professional career, a professional network and knowledge of high quality
- Be involved in various professional networkchallenging tasks in which human capital is key on a daily basis
- Develop yourself in a stimulating and collaborative working environment where you will be an equal contributor
- The chance to improve your French reading, writing and listening skills
- The opportunity to work in the heart of Paris on your year abroad

The Company

Russell Reynolds Associates is a global leader in assessment, recruitment and succession planning for boards of directors, chief executive officers and other senior roles. With more than 370 consultants in 46 offices around the world, we work closely with public, private and nonprofit organizations across all industries and regions. We help our clients build teams of transformational leaders who can meet today's challenges and anticipate the digital, economic, environmental and political trends that are reshaping the global business environment.

Our in-depth knowledge of major industries and our clients' specific business challenges, combined with our understanding of who and what makes an effective leader, ensure that our clients secure the best leadership teams for the ongoing success of their businesses. We are a values-driven organisation and prioritise teamwork, taking a collaborative approach that spans our international network of industrial and functional experts, and leverages our collective expertise to ensure the best possible outcomes for our clients.

For more information, please visit us at www.russellreynolds.com

The Role

As an executive search intern, you will support Researchers and Consultants with components of the entire search process.

Key responsibilities can be summarized as follows:

- **Search Process (c. 80% of time)**
 - Assist with the development of accurate target and relevant assignment lists as well as industry sources
 - Assist with the production of comprehensive reports, which detail the relevant target companies, possible market sources and candidates for an assignment
 - Contribute to identification of “best in class”, high quality, diverse candidate pool (both obvious and non-obvious) by:
 - Identifying potential candidates based on job specification and CVs
 - Identifying appropriate internal and external sources
 - Developing sound working knowledge of on-line and proprietary database search engines to identify relevant candidates
 - Liaise with other stakeholders (researchers, consultants, knowledge managers & executive assistants) to effectively execute the search process for various international clients
 - Maintain the highest quality information on the database, with timely, accurate input of data gathered during the course of search work

- **Sector/Practice Activities (c. 20% of time)**
 - Contribute to building our database by proactively tracking and capturing individuals in target markets
 - Grow and develop sector-specific knowledge to use intelligently on sourcing calls
 - Production of internal and external non-search related documents (large scale mapping documents, compensation benchmarks...)

Candidate Profile

- *Education*
 - Must be studying at a respected university with French as part of degree program (naturally, French studies do not necessarily need to be part of the course for students who natively speak French)

- *Required skills*
 - Excellent listening skills
 - Ability to filter large amounts of information, whilst quickly identifying the essential points and provide relevant insights
 - Excellent communication and interpersonal relationship skills, particularly the ability to interact credibly with individuals from all levels of an organization
 - Excellent writing skills and ability to produce quality, well-structured documentation for clients
 - Highly organized – outstanding time management and ability to prioritize
 - Strong proficiency on MS Office, Excel and PowerPoint
 - Able to speak at least English or French fluently, any additional language will be a bonus.

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- *Personal Qualities*
 - Bright, smart, intuitive
 - Intellectually curious and a quick thinker
 - Able to develop and defend a point of view
 - Demonstrates above average levels of skepticism. Knows when to question the status quo
 - Drive and tenacity with the desire to excel
 - Self-starter, who is able to meet deadlines whilst multi-tasking
 - Forensic attention to detail
 - Resilience
 - Results focused
 - Strong team orientation and collaborative instincts
 - Sound judgement
 - Culturally aware

How to apply?

- Please send your CV by email to Iva Aleksandrova, specifying your ideal start date and length of time you are wishing to work as an intern (6 months maximum). We will be more than happy to exchange contact with you and introduce you to our firm.
- The recruitment process for RRA consists of 4 rounds:
 1. CV review
 2. Video call interview with a current intern
 3. Video call with potential mentor
 4. Interview day in Paris to meet with relevant practice members (consultants & researchers)

We look forward to hearing from you!

Iva Aleksandrova
Intern
Russell Reynolds Associates
20 rue de la Paix
75002 Paris
iva.aleksandrova@russellreynolds.com