



Associate Researcher - International Executive Search

UR Capital is a dynamic and meritocratic firm. We are on the lookout for a highly motivated, talented individual who shares our core values of integrity and commitment to excellence. We are a fast-growing HR services provider and recruitment company spanning from Junior to executive board level. To cope with our continued development, we are recruiting a bright individual capable of helping us with busy searches in Switzerland and abroad – Europe, Latin America, Asia, Middle East and Africa.

The projects are ever changing so you'll never get bored. We're a flexible and friendly team focused on providing quality solutions to our clients.

Responsibilities

Understand client requirements

Draft job descriptions and employ recruiting methods to attract candidates (e.g. job advertising)

Source candidates using our own database and LinkedIn, phone them at their workplace

Evaluate resumes and applications

Register relevant candidates on our databases for future use

Assume responsibility of pre-interview screening

Hold first round interview calls with candidates and assist supervisor on live interviews

Draft reports about each interviewed candidate to be later presented to the client in a convincing way.

Match the most suitable candidate to different positions

Answer office phone and take relevant messages

Requirements

Understanding of sourcing and recruiting techniques

Customer service, market mapping and research skills

Excellent communication skills

Confident and pleasant personality

Ability to work with targets and under pressure

Well-organized with a sound judgement

Fluent in English and French. German, Arabic or Spanish would be a plus.

Members of our team are given high levels of responsibility and are expected to contribute meaningfully across the spectrum of our activities.

To learn more about this opportunity please send an email to info@ur-capital.com attaching a resume and a detailed cover letter.