



Consultant, Amrop Knightsbridge



The Company

Knightsbridge works with organizations to help them seamlessly execute their strategy through people. Teams of experienced specialists in Leadership & Talent Development, Executive Search & Recruitment, Career Development & Transition, and Workforce Management provide integrated solutions to deliver on your human capital needs. Knightsbridge has the people and services you need when you need stronger people.

Knightsbridge is Canada's fastest growing human capital company, with 26 offices and 250 employees across Canada, the U.S and the U.K., including Toronto, Montreal, Ottawa, Calgary, Vancouver, as well as Halifax, Moncton, and St. John's through our strategic alliance with Knightsbridge Robertson Surette. We serve our clients globally through strategic alliances with Lee Hecht Harrison for career transition services and Amrop for global executive search.

Our Vision

We will be seen as reshaping the way the market unlocks its human and organizational potential.

Our Mission

Great organizations are built by great people... we move people and organizations to greatness!

Role

The role of the Consultant is to work closely with Partners and clients to understand talent needs, set search strategy based on those needs, and execute the search strategy to deliver outstanding talent.

Consultants are assigned to multiple projects and work closely with different Partners in a variety of industries and functions to understand client needs and fulfill complex search mandates. The Consultant uses various resources to understand markets, conduct research and recruit. He/she is responsible for setting the search strategy, building the target list, calling prospects and sources, assessing and determining degree of fit and selling the opportunity. In addition, the Consultant may also be required to participate in interviews, client meetings, conduct references, and manage candidates and/or clients throughout the search process.

The Consultant will work well in a fast-paced, entrepreneurial environment as a proactive team player while efficiently managing multiple projects, priorities and internal and external client expectations.

Key Accountabilities

- ◆ Meeting with Partners and clients to understand talent requirements.
- ◆ Setting search strategy and executing that strategy based on talent requirements.
- ◆ Conducting industry research to develop target lists which includes identifying companies of interest, mapping organizational structures and locating individuals of interest in large and small organizations nationally and internationally.



- ◆ Making effective use of various databases to retrieve and input information on potential candidates and organizations, and to manage information throughout the search process.
- ◆ Identifying potential candidates and sources via the telephone and various online and hard copy resources.
- ◆ Developing and executing a recruiting campaign for each search mandate including building a litmus test of what a successful candidate will look like and setting calling priority according to the search strategy.
- ◆ Conducting telephone screening calls, sourcing calls and telephone interviews of prospective candidates.
- ◆ Selling career opportunities to senior executives who are passive candidates.
- ◆ Regularly updating Partners and or clients on search progress (requires the use of business acumen, judgment and persuasion to help the partners determine which candidates to interview).
- ◆ Participating in or leading face-to-face interviewing with candidates, as required.
- ◆ Developing and presenting market research findings via reports, telephone updates or face-to-face meetings with clients and/or Partners.
- ◆ In conjunction with a Partner, attend and participate in search pick-up meeting, update and/or business development meetings, as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- ◆ Informing colleagues of trends and developments in Canadian business and tracking market changes that could impact business development or client relationships.
- ◆ Keeping abreast of various search resources that could enhance the effectiveness of the research process and delivery.
- ◆ Adding value throughout the entire search process by providing additional information as deemed appropriate outside of the initial research phase.
- ◆ Manage relationships with key decision-makers in multiple industries and organizations.
- ◆ Conducting general face-to-face interviews to provide career advice to executives in transition.

Skills and Competencies:

- ◆ Undergraduate degree; ideally in business or human resources
- ◆ Knowledge management, analytical and data evaluation skills
- ◆ Effectively prioritize multiple projects, priorities and expectations
- ◆ Ability to think outside of traditional frameworks/out-of-the box thinking
- ◆ Ability to challenge established thinking in a constructive way
- ◆ Proactive and inclusive team player
- ◆ Strong work ethic, ambitious and driven to excel
- ◆ Detail-oriented with strong organizational skills
- ◆ Exceptional written and oral communication skills
- ◆ Strong sense of urgency; will go the extra mile to get the job done
- ◆ Ability to learn quickly and work across many industries
- ◆ Openness to new tools and technologies
- ◆ Demonstrated tenacity and persistence
- ◆ Experience working on multiple projects at a time and managing multiple and changing priorities
- ◆ Aptitude and comfort with information technology. i.e., databases and internet



Requirements

Influence and Persuasion: influencing others to a desired outcome through building persuasive arguments based on logic and fact, coupled with the ability to anticipate and respond to the needs and concerns of others. Is able to identify and balance the needs of multiple stakeholders. Can demonstrate ways to meet the diverse needs of different interest groups.

Results Orientation: makes a personal commitment to meeting or exceeding a standard of excellence, focusing attention to achieve effective outcomes, a bias for taking action, demonstrating a sense of urgency, showing initiative and consistently delivering against defined targets. Makes specific changes in own work methods or systems to improve performance beyond agreed standards (e.g., does something faster, at lower cost, more efficiently; improves quality, customer satisfaction, revenues, etc.). Manifests a sense of urgency as appropriate in various situations.

Collaboration: understands group dynamics and is able to solicit varying points of view, ideas, and opinions from team members to help form specific decisions, plans, and build consensus. Genuinely values others' input and expertise, is willing to learn from others, and consider other groups'/departments' perspectives.

Relationship Building: working to build or maintain ethical relationships or networks of contacts with people who are, or might someday be, useful in achieving work-related goals and establishing competitive advantage.

Communication: able to interact effectively with other individuals and groups. It is the ability to accurately listen, understand and respond appropriately and effectively when interacting with individuals and groups. Solicits and provides constructive and honest feedback. Presents ideas simply and clearly.

Experience

Minimum 5 years of Executive Search experience or equivalent consulting experience in another professional services/consulting environment.

Location

Toronto, ON (Downtown)

Remuneration & Benefits

Competitive salary plus bonus based on personal and corporate performance.
Comprehensive benefits plan.

Application for consideration

Please send your resume and covering letter outlining your interest in this role to:
internalopportunities@knightsbridge.ca

