



Position Specification

Korn Ferry

**Research Associate, North America
Life Sciences Practice**



CONFIDENTIAL POSITION SPECIFICATION

Position	Research Associate, North America Life Sciences Practice
Company	Korn Ferry International
Location	Dallas, Texas
Reporting Relationship	Global Life Sciences Practice Analyst
Website	www.kornferry.com

COMPANY BACKGROUND/CULTURE

Korn Ferry International, based in Los Angeles, California and with more than 80 offices across 40 countries, is the leading provider of integrated talent solutions to corporations and not-for-profit organizations in the world. Korn Ferry works closely with clients to craft successful human capital strategies and solutions to help companies build, develop, and retain outstanding organizations.

Korn Ferry maintains a seamless global network, deep industry expertise, and strong regional presence to provide the competitive advantage necessary to recruit and develop world-class leadership teams. Korn Ferry maintains a highly entrepreneurial, fast-paced culture, with particular emphasis on client-service teamwork.

SPECIFIC RESPONSIBILITIES

The Research Associate plays an ever increasingly vital role at Korn Ferry. The requirement to have rapid, in-depth knowledge of the top talent, market forces, and key companies in the life sciences industry is more important than ever. Given this need, it is important to have members of our team who specialize and develop a distinctive expertise in not just the life sciences market overall, but within particular sectors.

We are currently recruiting a Research Associate for our Life Sciences Practice which includes Pharmaceutical, Biotechnology, Medical Device and Health Care Services industry sectors. The Research Associate will have the opportunity to work with some of the most dynamic, leading-edge companies in the world.



Specific responsibilities for this role include:

Identifying Candidates: The Research Associate will develop a deep understanding of the job responsibilities within a particular industry and /or function and use this knowledge to identify the most relevant executives for specific roles. The Research Associate will then utilize the phone, search engines, printed resources, and our proprietary database to effectively locate executives.

Market Intelligence: Teaming up with other members of Korn Ferry, the Research Associate will work on special projects to track industry trends for compensation, organizational structure, and other competitive intelligence that will position the team as experts in the marketplace.

Data Maintenance: Data is the foundation of our business. The Research Associate will play a vital role in consistently updating our proprietary database with information to better identify relevant candidates and companies.

Business Development: The Research Associate will actively participate in supporting Partners with business development activities. Aspects of this role will include supporting specific client meetings, as well as pro-actively identifying potential new business opportunities.

Internal/External Call Participation: The Research Associate is a team-based role. As a result, the Research Associate will attend kick-off meetings and attend client briefings/ meetings when possible. The Research Associate will also participate in all applicable sector and practice meetings/calls.

RESEARCH ASSOCIATE CHARACTERISTICS AND ATTRIBUTES

Intelligence and Intellectual Curiosity. Must be genuinely interested in learning about people, business and industry characteristics/needs. Need the ability to quickly learn industry fundamentals and understand criteria for success. Need sufficient conceptual skills to understand broad industry concepts and analytical skills to “drill down” to determine depth of experience.

High Energy Level. Must work on multiple assignments simultaneously, adhering to best practice guidelines. Must be willing to work hours required to complete the assignment.



“Street Smarts”. The ability to quickly discern the criteria most important for candidate success in a particular search, listen to and process candidate information in such a way as to determine likely fit with the opportunity and quickly “close” the conversation to specific next steps or additional source or candidate identification.

Entrepreneurial Spirit. Works with minimal direction; is a self-starter. Provides meaningful feedback and when appropriate offers value added suggestions for approaching the search in a different way. Provides research support in business development efforts.

Efficiency and Need for Closure. Work with multiple managers and prioritize tasks effectively. The ability to understand that Korn Ferry is a business and needs to complete searches quickly and at the highest quality standards.

Persistence and Thoroughness. Ability to work in a fast-paced and unstructured work environment, able to assertively navigate organizational structures, but with sensitivity and finesse. Research Associates must reliably complete necessary paperwork and follow procedures effectively, especially with regard to protecting key assets, such as proprietary databases.

Quality Service. Develops a full understanding of the search and the research needs of internal clients. Develops confidence and trust of both internal and external clients.

Career Ambition. A successful Research Associate career path typically includes opportunities for promotion to Associate and/or Senior Associate, which has extensive client contact and business development expectations. Career paths for successful candidates may also include a more senior Research position such as Research Manager or Knowledge Manager for a particular specialty.

EDUCATION

An undergraduate degree is required. An advanced degree is preferred.

Skills using PowerPoint, Visio and Excel as well as databases such as OneSource, Bloomberg, Factiva, Lexis-Nexis are a plus.