

RESEARCHER FOR OPPEUS INTERNATIONAL

This highly successful and innovative Melbourne based strategic leadership firm is seeking to appoint an intelligent, enthusiastic, outgoing and creative researcher to join their very busy and exciting high end advisory practice, working with global, international and ASX listed organisations.

This boutique firm offers a unique blend of professional services including executive search, governance advice, organisation design and development and remuneration advice for clients across Australia and internationally.

The role of the researcher is to provide essential information and support to a team of consultants operating across each of the practice areas, with a particular emphasis on executive search.

Key responsibilities include:

- Research – both industry and human capital – including general background research as well as sourcing and identifying candidates
- Taking primary responsibility for databases, assignment files, research directories etc.
- Assisting in the effective preparation and execution of background research and client proposals.
- Taking a proactive approach to information gathering across all media for the purposes of improving OPPEUS' knowledge base
- Collating and disseminating relevant information and presenting it in a meaningful manner

Essential attributes include an inquisitive mind, a solid work ethic, a customer service orientation and a first class ability to listen, engage and deliver.

To be successful in this role you will need:

- A relevant tertiary qualification in business, marketing, HR or similar
- Be skilled in utilising all media resources
- Exceptional English/communication skills, both written and verbal
- Highly professional phone manner when calling relevant clients and engaging with candidates
- Have the ability to manage multiple project tasks whilst maintaining workflow and meeting deadlines
- Professional personal presentation
- To work with consultants and staff in a meaningful and co-operative manner

For further information regarding this exceptional career building role, please call our office on 03 9661 8000.

Applications including cover letter and CV should be forwarded to office@oppeus.com quoting "**Researcher**" in the subject line.