



About Boyden

Boyden specializes in senior executive search, interim management and leadership and talent services for a diverse client base that includes start up, middle-market and Fortune 500 companies. In the Forbes 2021 ranking of 250 executive search firms, Boyden ranked in the top 10 globally. With more than 75 offices in 45 countries and +1000 partners and staff, Boyden is a worldwide leader in the executive search industry. Our ability to draw upon a vast network of seasoned search professionals globally, distinguishes Boyden from most other firms in our industry.

www.boyden.com

The Position:

Internship - Business Development / Research Assistant

About the role:

We are looking for a proactive and energetic Business Development / Research Assistant Intern to support members of the team in recruitment efforts, business development, client outreach, market research, and database input. This is a great opportunity to work in a well-established leading global search firm, that is on a strong growth track and operates in an entrepreneurial manner, all within a large organization. If you are organized, creative, analytical, entrepreneurial and have a passion for quality and detail, we would love to hear from you. This is not a strictly defined role. There will be opportunities to engage and develop various projects at many different levels, depending on your skills and passions.

At Boyden, you will find a meritocratic, collegiate environment where you can expect to find support, training and career development. In return, we expect your commitment, self-motivation, and the ability to drive your own career once the internship period is finalized. Collaborating with Boyden means being part of a global team that helps (1) people to reach their dreams and future via their professional development which we facilitate and (2) companies secure their best team to drive their business.

The main function of this position is to provide support to the different areas of the Executive Recruitment team, including but not limited to the following:

Responsibilities:

- *Business Development and Client Outreach*
 - Support Senior team in business development initiatives including:
 - Play a key role in enabling the practice to provide a timely, professional, and valued service to our clients.
 - Research contacts within target company organizations.
 - Analyze company data for supporting business development initiatives.
 - Proposal creation.
 - PowerPoint presentations creation.
 - Preparation of relevant reports about the activities undertaken.
 - Contribution to other business development support duties and activities as may be identified by the Team.



- Recruitment and Research
 - Research is fundamental to what we do. It is the backbone of each assignment and is central to ensuring that we consistently deliver creative and diverse outcomes that provide tangible benefits to our clients.
 - Assist executive search team in researching target companies/organizational structures for identifying potential candidates.
 - Prepare relevant reports about the activities undertaken.
 - Support in the creation of Executive Briefs for candidates including company information, job functions, skills, and responsibilities required.
 - Proactively look for ways to expand your market knowledge.
 - Maintain records (digital/electronic files) for recruiting team. This includes employment files, job descriptions, candidate reports, etc.
 - Create job posts and contact job boards when necessary.
 - Contribute to other relevant recruitment and research duties and activities as may be identified by the Team within the recruitment and outreach.

- Administrative
 - Organize and coordinate meetings, interviews, manage agendas of various team members.
 - Manage the Invenias database, by inputting candidates, keeping the system up to date, etc.
 - Manage employee relations activities (i.e. vacation calendar, birthday/anniversary cards and lists, etc.)
 - Contribute to other relevant administrative duties and activities as may be identified by the Team.

We are looking to add amazing people to our team, and this position is most likely to be a great fit for someone who has:

- Bachelor's degree (or equivalent from a 4-year college).
- Excellent interpersonal, oral, and written communication skills; ability to read, analyze, and interpret; ability to effectively communicate and interact in English and Spanish.
- Proactivity. Actively assist colleagues and willingly share the workload - be proactive in taking on work in order to support practice activities. Self-starter.
- A strong sense of delivering quality in every action both internal and external.
- Ability to cope well with unforeseen change and able to flex accordingly with the assignment needs.
- Ability to communicate effectively, both orally and in writing.
- Ability to work well under pressure and deliver high quality results
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- A willingness to learn from others and develop skills through hard work and tenacity
- Experience with social media platforms (i.e.: LinkedIn).
- Excellent knowledge of MS Office
- Integrity and ethics, to transmit the company values both internally and externally

Location:

This position is for the Miami office. We offer a hybrid working environment.

Contact to:

Sandra Mejia | sandra.mejia@boyden.com