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# Example of Executive Search Job Description

Our company is growing rapidly and is looking for an executive search. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for executive search

* Design an overall strategy and project management related to executive search engagements
* Build an active pipeline of qualified prospects, generating leads from personal contacts, external centers of influence, client referrals, CBIZ/EFL associates, and marketing sources
* Responsible for leading a team of research associates that are primarily responsible for the timely and effective execution of the search projects in order to exceed client expectations
* Creating and maintaining project specific proprietary databases through existing contacts, directories, and/or online resources (membership lists, attendee lists, association lists)
* Preparing documentation of all necessary internal communications following completion of each project
* Researching and assembling data for the preparation of candidate and project timeline reports
* Develop sourcing strategies for new requisitions in collaboration or on behalf of recruiters/leaders
* Conduct internet, job posting, and resume database searches for active and/or passive candidates
* Oversees requests for requisitions, review for accuracy, obtain appropriate approvals and enter them into the ATS
* Post requisitions either directly or through partnership with the Employment Marketing team

## Qualifications for executive search

* Professional Business Communication & Software Skills
* 2 years experience in office environment and preferably performing as an administrative assistant in a high volume revenue driven environment
* Must have knowledge of administrative procedures including ability to organize self and others
* Proficient use of applicable technology including Microsoft Office products
* Experience with cold calling and demonstrated success in obtaining business development appointments
* Demonstrated ability to take initiative and prioritize most critical tasks accordingly