



Principal – Executive Search

Job Specification

To operate as a high performing executive search professional; championing the New Street’s brand and values with the constant aim of improving the quality of your network and that of your team.

Reporting to: Managing Partner

Location: London or Harrogate

Sales strategy:

- Manage and strengthen existing client relationships whilst also developing new relationships within your market sector – resulting in repeat business from clients through high quality delivery
- Having a consistent approach to your business plan to ensure a profitable growth in revenues on a year-on-year basis
- Consistently win business from a new and existing client base
- Ensure individual targets are met for your own personal objectives, along with annual financial target
- Responsible for writing proposal documents and tender documentation
- Visit clients in order to build relationships and generate new accounts
- Write thought leadership articles for the company’s website

- Ensure database of client contacts is consistently growing for direct marketing purposes ensuring clients are accurately targeted.
- Research and prepare presentations for client presentations/proposals
- Prepare longlist and shortlist reports to send to clients
- Prepare and write candidate appraisals
- Attend client meetings, interviews and other relevant meetings when necessary
- Become a Profile champion, ensuring all information relating to an assignment is entered onto the database
- Build hot lists of candidates/sources to use for future assignments
- Participate and/or organise events for candidates and clients when necessary
- Put together ideas and in due course write blogs on relevant industry topics

Client management:

- Service clients, identifying their needs and providing feedback
- Meet regularly with clients in order to promote New Street
- Gather market intelligence on potential clients
- Develop trusted adviser status with client relationships as well as to develop repeat business from existing clients through high quality delivery
- Cross sell other services of the New Street Group

Team work:

- Effectively work with the New Street team and contribute to its overall success
- Identify potential new recruits through market intelligence
- Develop a first-class relationship with research, ensuring they are fully briefed and communication is seen as is key to the success of an assignment