

# Part-Time Research Assistant Job Description

We are currently recruiting a **Part-Time Research Assistant** to successfully support our Stockholm office, starting fall 2018.



## About RRA

Russell Reynolds Associates is a global search and leadership advisory firm. Our 425+ consultants in 46 offices work with public, private and nonprofit organizations across all industries and regions. We help our clients build teams of transformational leaders who can meet today's challenges and anticipate the digital, economic and political trends that are reshaping the global business environment. From helping boards with their structure, culture and effectiveness to identifying, assessing and defining the best leadership for organizations, our teams bring their decades of expertise to help clients solve their most complex leadership issues.

[www.russellreynolds.com](http://www.russellreynolds.com)



## Skills and experience

The ideal candidates will have a passion for business and current affairs, particularly in the areas of finance, management and leadership, have a good general knowledge of the operations of leading Swedish corporations and be up to date with sector trends.

We appreciate down to earth, intelligent and diligent individuals, who have the ability to quickly integrate into the Russell Reynolds Associates' team in this fast paced professional services environment of Executive Search.

Candidates should preferably have 2 years until graduation, but exceptions can be made for the right candidate.

Fluency in oral and written Swedish and English is a requirement.

Highly proficient in Excel and PowerPoint; familiarity with statistical software packages a plus.



## Job description

The Part-Time Research Assistants will support our teams of Consultants and Researchers in their daily operations.

Typical tasks include:

- industry mappings
- quantitative analysis
- preparing presentations for client pitches
- data entry
- producing succinct, relevant documentation and conceptualize and execute insight-rich reports
- filtering and synthesizing large volumes of information, identifying key points and providing relevant insights to senior leaders



## What we offer

We offer you the opportunity to contribute to the success of high level projects for listed companies, PE firms and private banks.

Our centrally located office in Stockholm provides you the ability to work with a great team of Consultants within an international environment.

Flexible work hours, preferably two days per week (**with a minimum of 8h a week**).



## Apply

To **apply for the position**, send your CV and a cover letter to [nicholas.engellau@russellreynolds.com](mailto:nicholas.engellau@russellreynolds.com)

Should you have any questions, please contact **Nicholas Engellau** at **+46 708 734350**.