

Research Associate

Salary: R15,000-R25,000 + bonuses

Location: Claremont, Cape Town

Walker Phillip is a privately-owned recruitment firm based in Cape Town. We conduct discreet search assignments for Asset Management and Private Equity firms operating across in South Africa and Africa. We are motivated to be the recruitment partner of choice to our clients by demonstrating honesty and integrity in the way we conduct business. We are driven to set the standard for exceptional service to our stakeholders, and a major point of differentiation is building life-long relationships with outstanding candidates that our clients and competitors cannot access themselves.

Reporting to the Managing Partner, the Research Associate will have four areas of responsibility:

1. Candidate resourcing and relationship building
2. Talent mapping
3. Market Research
4. General Business Support

On the resourcing side, you will support the Managing Partner with screening and interviewing professionals looking to work in our sectors; uploading their details onto the database; and matching suitable candidates to vacancies as directed. Approximately 70% of your time.

In Research, you will perform extensive primary and secondary research to build a detailed understanding of the investment markets in South Africa. This includes identifying potential new clients, new markets, and a demand for value-add services. This will take 20% of your time.

The balance will be on marketing strategy, general brand promotion of Walker Phillip, and ad hoc support for the Managing Partner as needed.

This is an excellent role for a creative, bright and hard-working individual who enjoys having interesting, intellectual conversations with candidates and clients. You should be interested in recruitment and/or research activities, be ambitious, an all-rounder, prepared to roll up their sleeves, and able to utilise a diverse skill set.

To be successful in this role you must aspire to a standard of excellence in customer service, be a self-starter, empathetic, and solution-driven. We are ethical, put the client first in all that we do, and maintain a desirable reputation in our markets.

You must have outstanding spoken and written English and demonstrate high attention to detail. Walker Phillip is highly active in digital networking and online personal brand building which we expect you to embrace.

The ideal candidate will be degree qualified, some experience in conducting research assignments (of any nature), and highly competent in Microsoft programmes. Financial services experience would be a huge advantage.

To apply, please send your CV with cover letter to gavin.walker@walkerphillip.com, or call for a confidential conversation.