



## Search Consultant

SearchSmart is an executive search firm with a mission: to recruit and place leaders in the charity and not-for-profit sector. The company was established to elevate leadership in the sector and to support leaders in achieving their organizations' missions. We do this through professional search services with a focus on due diligence and best practices, and we have an excellent track record of successful leadership placements in the sector.

Our business is expanding to accommodate client requests, so we are looking for someone to join our team who not only wants to grow with the business, but who is eager to assume an increasing responsibility for leadership and management over time.

The position calls for someone who has great sales acumen and can pick up the phone and build rapport with people in a wide range of professions, quickly and authentically. No matter what industry you come from, you are highly professional, an excellent relationship builder and communicator, and extremely intuitive, with an uncanny ability to read body language and verbal cues. As well, you are empathetic, trustworthy, and a good listener with both candidates and clients, polished in person and on the phone, and comfortable making assessments on phone and video calls.

Excellent project management skills are also required in order to manage multiple assignments and deadlines.

Executive Search requires a unique ability to move from detailed oriented work (databases, research, report writing etc.) to highly relationship-oriented activities. We are looking for someone with this unique blend of skills.

The breakdown for the role is as follows: 10% learning about the client; 5% creating position profiles; 40% identifying potential candidates via database, social media, networking and ads; 30% interviewing, assessing and writing candidate profiles; 10% project managing searches and communicating with clients; 10% building new business.

Our ideal candidate is available to work in a consulting capacity now, and can adjust their commitment according to client demands. Preference will be given to individuals with executive search experience or those who have been in leadership roles in a corporate setting. We will provide the support, training, and infrastructure needed to successfully execute searches on behalf of SearchSmart. For someone who would like to make a positive difference, this is an opportunity to work in the charity and social good sector, have a flexible work schedule, and work from home.

If you have the qualities we're looking for, please send your resumé and cover letter to [sandra@searchsmart.ca](mailto:sandra@searchsmart.ca). We thank everyone who applies, but only those candidates of interest will be contacted.

We encourage people with diverse backgrounds to apply. We do not discriminate on the basis of race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Our selection process reflects a bias-free structure that helps us to select the best candidate fairly while maintaining our commitment to diversity and inclusion.

Thanks for your interest.

Sandra Paquette