

THE COMPANY AND CONTEXT ■

Zavala Civitas Executive Search is a multinational boutique that focuses on finding the right people for our business clients. We focus in executive search and management alignment founded in 2002 by professionals with wide experience of the sector and over 900 searches completed successfully. The company has offices in Madrid, Munich, Mexico D.F., Shanghai and Sao Paulo.

Our cool office:



THE POSITION ■

Location: Shanghai

Opportunity for full-time job after: Yes

Team: Research

Time period: 3-6 months

- Identification and evaluation of candidates
- Support recruiting projects
- Elaborating memorandums and presentations on meetings.
- Elaborating progress reports on projects.
- Collaborate with the team in strategy meetings to refocus difficult projects.
- Keep up to date with changes in client and candidate requirements.
- Develop strategy documents to ensure the execution of a search process is as simple as possible.

CANDIDATE PROFILE ■

- Previous work experience (internship, job) is mandatory.
- Strong analytical skills and attention to details.
- Strong aim to please and service oriented mind-set.
- Teamwork, interpersonal and good communication skills. Able to handle the pressure and prioritize effectively.
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- High level of initiative, compromise, and participation.

If interested, please send your CV, resume to:

mx@zavalacivitas.com