



# Summer Internship 2019 Odgers Berndtson



# About Odgers Berndtson

Odgers Berndtson is one of the world's largest Global Executive Search firms. Our reputation for excellence and integrity has been established over 50 years and we are a company driven by our clients, not outside shareholders.

The aim of our organisation is to act as trusted advisors to our clients and candidates and to engage the very best talent for the most influential roles across a wide variety of industries. The service we deliver is creative, insightful and most importantly, in partnership; whilst being a global organisation, we pride ourselves on maintaining personal relationships.

At Odgers Berndtson, you will find a meritocratic, collegiate environment where you can expect to find support, training and career development. In return, we expect your commitment, self-motivation and the ability to drive your own career.

We operate out of a prestigious City of London head office, with regional offices around the UK and 60 offices worldwide, across 30 countries. We have over 250 partners specialising in over 50 sectors and have over 50 years' experience.

For full details of our organisation please visit [www.odgersberndtson.com](http://www.odgersberndtson.com)



## Our commitment to Inclusion & Diversity

Odgers Berndtson is committed to continually improving the diversity of our workforce through the attraction, retention and development of a diverse range of talented people. We want people to be comfortable bringing their whole self to work and recognise that inclusion brings further opportunities for innovation and creativity.

# A Summer Internship in Executive Search

Our summer internship programme is important to us. We believe in growing our own talent and this means investment in you.

Our summer internship is designed to give you a peek into our world and demonstrate how challenging and rewarding a career in Executive Search can be.

Our Research roles require persistence, creativity and a thoroughly meticulous approach; it is highly demanding but immensely rewarding.

In return you will work as part of a team within an environment that encourages the sharing of ideas and enables you to thrive.

Excellence is demanded, recognised and rewarded.

## What to expect

You will be based in our London Head Office and assigned to one of our specialist practice areas.

The day to day aspect of the role will entail research led projects, a fundamental part of the Executive Search process.

- Conducting research – you will be given a research project, relevant to your team, which will be used for either business development or critical market insight, to complete within the 6 weeks internship
- Providing project administrative support on live search assignments
- Assisting with the creation of documents and presentations
- Shadowing our researchers, consultants, principals or partners on live assignments
- Attending meetings and interviews when appropriate



## The details

### Date of internship

1<sup>st</sup> July to 9<sup>th</sup> August 2019

### Length

6 Weeks

### Location

London

### Remuneration

£400 per week

Odgers Berndtson is committed to paying the Living Wage



# What we are looking for

At Odgers Berndtson we have all had different journeys. We don't measure you against these. Instead we look for the core characteristics that join us, and make us great.

## Curiosity

You have a hunger for knowledge and a genuine interest in people, current affairs and business

## Communication

You can speak and write clearly, confidently and concisely with a range of people, from colleagues to industry influencers, and understand that the most important part of communication is listening

## Resilience

You are not afraid to try and if you make a mistake, you regroup, bounce back and try again

## Collaboration

You enjoy working as part of a team, can build strong relationships, have your own opinions but can take on other peoples too

## Proactivity

You drive your own destiny; why wait for things to come to you, instead make things happen



# What support do we offer?

- An excellent range of networking events and skills workshops for you to attend
- A designated workplace buddy and supervisor to support and oversee you
- Induction and a training day with an informal lunch to get to know your fellow interns
- An end of internship feedback session
- Potential for ongoing mentorship and opportunity for fast track graduate application



# How to Apply

To apply for our internship we do not need a traditional CV and covering letter. Instead we would like you to complete the written task below. This should be no more than one page (or 500 words). Separately can you provide us with a summary of any work experience you have gained to date, and what you have learnt from that experience (be it a paper round or city internship).

*We would like you to choose a leader or influencer that inspires you, and tell us why. What do you think makes them so successful? What were the key moments or pivotal decisions that influenced their career? How have they influenced business or society? And what can you learn from it?*

Successful applicants will be invited to attend a first stage interview with Sam Boon, Talent Acquisition Specialist, and Petrina Jackson, Partner and Head of Research.

Final stage interviews will be with the relevant Head of Practice and a member of their team.

*If you are applying through the Social Mobility Foundation, please refer to the Recruitment Success Services team for applications and guidance.*

We are committed to ensuring everyone can access our website and application processes. This includes people with sight loss, hearing, mobility and cognitive impairments. Should you require access to these documents in alternative formats, please contact [sam.boon@odgersberndtson.com](mailto:sam.boon@odgersberndtson.com)



## Key Dates

Applications open - 1<sup>st</sup> February 2019

Applications close - 31<sup>st</sup> March 2019

Interviews - April 2019

Successful candidates notified of placement - May 2019

Interviews will be at our London offices or via Skype/Zoom for candidates not based in London.

If you need any reasonable adjustments made for any interview please do let us know.

## Eligibility

- You must be eligible to live and work in the UK





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