

**The Company:**

Park Square Executive Search is a retainer-based executive search firm headquartered in Boston, Massachusetts. Park Square works with leading biotechnology and high technology companies, venture capital and private equity firms and their portfolio companies, and major research universities. We recruit and place board members, chief executive officers, and C-suite executives, as well as academic leaders.

The Position:

The Associate is responsible for helping to develop and executing on the recruitment strategy on searches through candidate development activity and evaluation. As a key member of the search team, his/her primary responsibility is speaking with senior executives about our searches and assessing those individuals' interest and potential fit against client requirements and across various search assignments. The Associate is also responsible for partnering closely with and providing guidance to a Research Associate whose role is to identify prospective target companies and candidates. The role requires presenting candidate credentials and industry findings to internal and external constituencies, and this person will participate in meetings and interviews with candidates and clients as needed.

Park Square is committed to ongoing training, mentorship, coaching and development. The ideal Associate candidate is aligned with Park Square's developmental culture. Top performers in this role have an opportunity to progress along a career path towards becoming Partner, which involves managing clients and Park Square teams throughout the lifecycle of a search and developing a book of business. Associates who conclude that their career interests lie outside of executive search will be well supported by the Park Square team as they transition to their next professional opportunity. The role is based in Boston or San Diego.

Qualifications:

Applicants should have an undergraduate degree with 2-10 years of recruitment, sales, consulting, client services or other externally facing professional experience. A graduate degree in business or a related field represents additionally compelling experience. Ideal candidates will have strong interpersonal skills, excellent written and verbal communication, intellectual curiosity, intuition, strength in pattern recognition, a high level of energy, the ability to be persuasive, a strong attention to detail and the ability to prioritize and execute on multiple projects at once.

To Apply:

Please submit a resume and cover letter to recruiting@parksquare.com.