



Research Associate, Executive Recruitment BENCH INTERNATIONAL

Bench International is conducting an internal search for a Research Associate, Executive Recruitment. This is a remote position working directly for Bench International, reporting to the Chief Operating Officer of Bench.

ABOUT BENCH INTERNATIONAL

For over 50 years, Bench International has been the longest-serving woman-founded executive search, recruiting, and leadership advisory firm in the global life sciences industry. We are renowned for building transformative boards and executive teams and for guiding R&D leadership to deliver innovation and sustained success.

Our track record speaks for itself: over \$172 billion in client exits, a 98% project completion rate, and 75% placement retention beyond five years. Beyond search, Bench delivers comprehensive board services, including assessments, director recruitment, and compensation benchmarking, to ensure governance structures are aligned to drive organizational growth.

We also provide Talent Mapping, Gap Analyses, and Bench on Demand, which offers both interim and fractional leadership solutions to help clients anticipate needs and scale strategically. In a rapidly evolving life sciences landscape, partnering with Bench means more than filling leadership roles. It means securing a trusted advisor committed to your long-term success. The Right Leader Means Everything.®

THE ROLE

Researchers are core members of every project team. They support the full lifecycle of an engagement, from business development through search execution and assignment close. They take ownership of their work and manage projects with precision to ensure client objectives are met.

Researchers partner across multiple concurrent searches, gaining firsthand exposure to the leadership strategies and business challenges of leading life sciences organizations. The role requires strong business acumen, sound judgment, and clear, confident communication.

PRIMARY RESPONSIBILITIES

Search Process & Execution

- Design and execute rigorous research strategies for executive search and related projects.
- Build comprehensive target lists, including companies, industry associations, and relevant sourcing channels.
- Identify best-in-class candidates using proprietary and third-party tools, including LinkedIn Recruiter, ZoomInfo, Boolean search, BoardEx, S&P Capital IQ, and internal databases.

Global Headquarters

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European Headquarters

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- Capture and synthesize market intelligence throughout each engagement and share insights with project teams.
- Partner with Operations and Recruiters to produce client-ready materials, including status reports, market maps, and position specifications.
- Maintain real-time awareness of project progress to communicate accurately and confidently with Business Development, Recruiting, and Operations colleagues.

Business Development

- Conduct targeted company and market research to support pitches and client meetings.
- Identify relevant prior searches and case examples for business development efforts.
- Develop illustrative candidate profiles and potential talent pools for prospective searches.
- Analyze competitive landscapes and identify target and competitor organizations.

Knowledge Management

- Build, update, and maintain executive and company intelligence for active searches and pipeline initiatives.
- Ensure candidate profiles are current, accurate, and complete within the firm's database.
- Uphold exceptional data quality standards to maximize long-term knowledge capture.
- Own daily database maintenance, ensuring timely documentation of all relevant research findings.
- Share timely market trends, industry developments, and competitive insights with the firm.

CORE COMPETENCIES

- Strategic and analytical thinker with the ability to anticipate client and project needs.
- Comfortable operating in a fast-paced, ambiguous environment while managing competing priorities.
- Proven ability to balance inputs from multiple stakeholders in deadline-driven settings.
- Strong reporting skills, delivering clear, actionable insights that enable course correction when needed.
- Ability to distill large volumes of information into concise, relevant intelligence.
- Strong interpersonal judgment and credibility across all levels of an organization.
- Confident, professional presence with a diplomatic and collaborative approach.
- Exceptional attention to detail and follow-through.
- Highly developed organizational, time management, and problem-solving skills.
- Clear, effective written and verbal communication skills.

QUALIFICATIONS

Ideal Experience

- Bachelor's degree from a respected institution.
- Proven research experience within life sciences executive search, including C-suite, board, and market mapping engagements.
- Demonstrated success managing multiple concurrent projects and priorities.
- Strong aptitude for learning and adopting new technologies.

- Hands-on experience with LinkedIn Recruiter, Boolean research, ZoomInfo, RocketReach, and executive search databases such as EncoreMax.
- Current, informed understanding of the life sciences industry.

Personal Characteristics

- Proactive communicator who raises risks early and collaborates on solutions.
- Service-oriented professional who builds trust with colleagues, clients, candidates, and partners.
- Composed and effective under pressure.
- Team-oriented, with the ability to collaborate across geographies.
- Self-directed, motivated, and willing to go above and beyond.
- Demonstrated commitment to confidentiality and discretion.