

Senior Research & Sourcing Associate

What this role at Apollo Executive Search offers



Work in a highly professional and innovative executive search firm to find top talent for leadership (C-level) positions at technology startups and investor backed companies



Help build C-level leadership teams of the most exciting, high-growth and innovative companies across industries



Become trained in and further develop state-of-the art research and sourcing expertise, as part of Apollo's top level and proprietary executive search process



Work with international colleague with top tier, diverse backgrounds, incl. strategy consultancy (McKinsey, Roland Berger), start-up experience (Rocket Internet, CFO of Cybertech startup) and strong academic backgrounds



Become part of a young, innovative and fast growing executive search company with room to grow into an increasingly senior position with more responsibilities

Compensation

- Package indication: Commensurate on experience, between 1600 - 2300 EUR a month (gross, incl. expenses, pension, potential bonus)



Logistics

- Local contract (payrolling in your local country or a freelance contract)
- 23 holidays a year
- Fully remote, somewhat flexible hours (at least 6 hours between 0900 and 1700 Amsterdam time CET or CEST)

Our current team

Client and candidate facing team



Peter Zeeuw van der Laan
 Former McKinsey consultant
 Former Rocket Internet MD
 MSc Applied Physics, TU Delft



Mayke van Gelder
 Former Eden McCallum
 Former researcher at NWO
 MSc Psychologie



Berend Raadschilders
 Former Innopay and Eden
 McCallum consultant
 MSc EUR



Magdeleen Jooste
 Sr Researcher based in South
 Africa



Maarten van der Kwaak
 Former Roland Berger
 Co-founder of a.o. MatchHR
 MBA, INSEAD



Jessica Krintz
 Prior experience in London as a
 structured credit sales trader and
 in executive search.
 MSc LSE



Annie Castillo
 Researcher based in US



Nadine Collet
 Former LEK consultant
 Former CFO SecurityMatters
 International Mgmt, ESCP-EAP



Jan Visser
 Former Manager Strategy
 Consulting at EY and Marketing
 Manager at ANWB
 MSc TU Delft



Djamila Sebbaha
 Researcher based in Thailand

International research team

About Apollo Executive Search

COMPANY INFORMATION

Apollo Executive Search was founded in 2016 by Peter and Maarten. Our company helps investors and entrepreneurs build top teams in their ventures.

The focus is on leadership roles at portfolio companies of private equity funds and VC-backed technology startups and scaleups. We specialize in roles at fast-growing and innovative companies.

Examples of recent, successful Apollo searches are:

- CEO in3 (Fintech scaleup), CEO FysioGroup Nederland (Private equity portfolio company)
- CFO Felyx (Mobility scaleup), CFO Hiber (Aerospace scaleup)
- CMO Orderchamp (Retail marketplace), Business Unit Manager Delmic (Medtech scaleup)
- COO Exasun (Solar panel scaleup), COO Safesize (Tech scaleup)
- Portfolio Manager at Waterland (PE), Investment Manager Waterman Ventures (VC)
- Various strategy roles at PE portfolio companies, including Heliox, Europarcs and BrandMasters

What our clients say about Apollo



Waterland Private Equity

“We value Apollo’s pragmatic and resourceful support on portfolio and team matters, coupled with their business understanding and deep network of interesting candidates”



Carel van Boetzelaar

CEO World Wide Lighting (Nordian Capital),
Ex-CEO Emesa / Talpa eCommerce

“Apollo has been my go-to partner in attracting senior leadership as CEO at World Wide Lighting and Emesa / Talpa eCommerce: they know the best people across sectors, whether it is Travel or Lighting”



Patrick van de Graaf

Co-founder In3

“You cannot take any chances when hiring a CEO, which is why we partnered with Apollo to ensure the most professional, fast and non-biased process.”

Selection of our recent clients



Responsibilities Senior Research and Sourcing Associate (1/2)

In this role, you will continuously support Apollo Executive Search Consultants with high end, C-level (and similar) executive search assignments. You will go from briefing / scoping to lists of relevant candidates within a matter of (working) days. Work is typically mostly sequential (project based), working on mostly one search at a time.

Please note that this is not a recruiter position (in this role you'll have limited direct contact with candidates, focus is on research and sourcing and supporting Apollo internally).

Specifically, your responsibilities will include the following steps:

Kick-off and calibration

1. Understanding the specific role, company, required backgrounds, skills based on a briefing and available documentation
2. Translating the search (together with the Apollo consultant) into sourcing strategies. This includes listing relevant current positions and other background elements and listing potential donor companies. Review profiles of people in similar roles at similar companies to further inform sourcing strategies

Research

3. Thorough research based on the sourcing strategies with LinkedIn software. Going through lists of potential candidates. Select relevant profiles, disregard non relevant profiles
4. Flag and discuss questionable profiles with the Apollo consultant. Gain direct feedback on both the effectiveness of the search strategies and the selected profiles

Prepare reach out & refine

5. Create ideas for and suggest new search strategies to the Apollo consultant where needed
6. Put things in motion so the Apollo consultant has everything needed to approach relevant candidates
7. Remain informed on the progress of the search process, and hear feedback on introduced candidates

Knowledge development (~10%)

- Build an understanding of roles (search assignments) and candidate profiles to the best of your abilities (incl. using a lot of google, Wikipedia and other job descriptions found online).
- Build an index/database with complex terms and memorize frequently used terms
- Build databases of (relevant) lists, e.g., B2B SaaS companies, relevant investors, portfolio companies. Utilize publicly-available, subscription-based, and proprietary database resources, social media, and other channels.
 - Perform market analysis: what are backgrounds of people in this role at similar companies?
 - Build a specific understanding of what a person in a specific function does and tries to accomplish (e.g., in CFO or CEO positions at mid sized companies and startups)
 - Collect and develop sourcing strategy best practices and share these with the rest of the (more junior) sourcing team. Develop and apply knowledge on how to create the best sourcing strategies.
 - Selected support on acquisition lead generation and other research
 - Experiment and find innovative ways to identify high potential talent in general

**Please note this is not a recruiter position
(Limited direct contact with candidates, focus is on research and sourcing and supporting Apollo internally)**

Responsibilities Senior Sourcing and Research Associate (2/2)

In addition to executive search activities, at Apollo we also work closely together as a team to further develop and grow our company. For example, we organize team meetings 2x per week and operational meetings every 2 weeks, in which we, for example, go through our entire executive search process in search of possible improvements. Or brainstorm together about the segments we see the most growth opportunities.

Depending on the needs of the team and your personal interests, this means that you also contribute broadly to our further growth and development. For example, consider:

- Improving specific parts of our process, for example in the field of research
- Building a strategically important candidate pool and/or market knowledge
- Prepare materials for sales meetings and business development

By working on research assignments, you will also develop long-term relationships with our consultants and partners, and grow more and more into a strategic sparringpartner over time



Profile

Different background types can make for an interesting match for this position. An interest in the combination of content with the people component, as well as a drive to 'do your job well' are leading for us. We are not tied to people with a background in executive search, but rather broadly search for the best people.

We would love to receive your application via djamila@apolloexecutivesearch.com. Please include

- Your **resume** in English
- A **salary indication**. Please note our max range indicated in this document
- **Availability, incl. time zone** and earliest starting date

We typically look for:

- University degree
- Excellent English language skills
- 5 or more years of work experience. We are open to diverse backgrounds
- Professional and structured way of working
- Must be detail oriented and possess analytical skills
- Outstanding interpersonal and organizational skills
- Able to excel in a fast-paced environment
- Pre: Experience with research in executive search or sourcing in general is a pre (but not required)
- Pre: Experience with LinkedIn (recruiter and other subscriptions) (no requirement)
- Full time position, completely remote
- Able to work (mostly) in Amsterdam time zone

