



Oxford HR | Candidate Pack

Research & Operations Associate – Executive Search

August 2025

About Oxford HR

Oxford HR is a global leadership consultancy dedicated to searching for and supporting remarkable leaders and teams in organisations, driving positive social and environmental impact.

We manage executive-level search and appointments and offer leadership and change services, which include coaching, consulting, team and leadership development, Founder–CEO transitions, Board placements, and more. We work with non-profits, NGOs, consultancies, foundations, start-ups, think tanks, social enterprises, multilateral development banks, and government institutions across the world.

We work globally across five major industry areas:

- Global Development and Humanitarian
- Global Philanthropy and Foundations
- Trade and Economic Development
- Climate, Nature and Sustainability
- Tech for Good

Our teams work globally from offices in Europe (Oxford, UK), Africa (Nairobi, Kenya), Asia

(Singapore), and the Americas (Washington, D.C.), with teams spanning the respective regions and many working remotely.

We are committed to equity, diversity, and inclusion, which are part of our organisational values. We embrace cultural differences and strive towards creating inclusive behaviours. As an organisation, we are learning and growing in our DEIA journey and approach our work with an intersectional lens.

Our Vision is “An equitable, sustainable planet, delivered by leaders inspired by the need for urgent change.”

Our Mission is “to identify and support leaders creating lasting positive social and environmental impact.”





The Role

Title:

Research & Operations Associate – Executive Search

Location:

Remote / Flexible – with a strong preference for candidates based in Canada or the Eastern Seaboard of the United States to align with the working hours of the Americas team.

Type:

Freelance / Project-Based

Reports to:

Director, Europe (working closely with Americas Consultants)

Salary:

TBC – dependent on location

Profile Summary

The Research & Operations Associate - Executive Search role combines **project administration and research support** for executive search assignments across the Americas.

It ensures searches are delivered efficiently, accurately, and with the highest standards of candidate and client experience.

Acting as the central operational link between consultants, candidates, and internal teams, the Associate will support the entire search cycle—from role promotion and candidate engagement to research mapping and interview scheduling.

This is a pivotal role, enabling consultants to focus on business development and client delivery by providing high-quality operational and research support. Proficiency in languages, especially Spanish and/or French, is highly desirable.





Key Responsibilities

Project Administration & Coordination

- Manage the administration of multiple assignments simultaneously, ensuring high-quality, timely outputs.
- Finalise and format job descriptions, appointment briefs, and adverts.
- Liaise with the Communications team to:
 - Ensure consistent branding across candidate-facing materials.
 - Develop and produce candidate packs, adverts, and communication products.
 - Post and update vacancies on the Oxford HR website, social media, and job boards.
- Coordinate all candidate communications, from acknowledgements and interview arrangements to outcome notifications.
- Schedule and manage interviews across multiple time zones.

Research & Intelligence Gathering

- The development of a comprehensive search strategy to identify and connect with target candidates.
- Responsibility for target candidate outreach and follow up (including proactive ‘cold calling’, of potential candidates.
- Conduct desk-based research to identify potential candidates, organisations, and sector trends.

- Build candidate lists, mapping documents, and sector intelligence reports.
- Produce concise, accurate research summaries to support consultant strategies.

Data & Information Management

- Maintain accurate records in ATS/CRM tools (e.g., Recruitly), ensuring integrity and compliance.
- Manage research and project documents systematically for accessibility.
- Leverage ATS features to streamline candidate engagement and reporting.

Internal Collaboration

- Work closely with consultants, project leads, Operations, and Communications.
- Liaise with Operations for contractual and administrative alignment.
- Join project briefings and debriefs, sharing insights for continuous improvement.

Client & Candidate Experience

- Act as a professional, culturally sensitive point of contact for candidates.
- Support consultants to deliver excellent client experiences.
- Ensure all interactions reflect Oxford HR’s values and brand.

Candidate Profile

Essential

- Experience in professional research and/or project administration, ideally in executive search or recruitment.
- Excellent written and verbal communication skills in English.
- Proficiency with Microsoft Office and ATS/CRM systems.
- Strong organisational skills with the ability to manage multiple deadlines.
- Attention to detail and accuracy.
- Ability to work independently in remote settings.
- Stakeholder management with cultural sensitivity.

Desirable

- Spanish and/or French language skills.
- Knowledge/interest in international development, human rights, sustainability, or related sectors.
- Experience coordinating projects across time zones.
- Familiarity with digital communication tools for role promotion.

Personal Attributes

- Collaborative, inclusive, and culturally aware.
- Solutions-focused and adaptable.
- Calm under pressure, discreet, and professional.
- Committed to Oxford HR's mission and values.





Oxford HR Values

- **Care** for colleagues, clients, candidates, and the sectors we serve.
- **Expertise** – recognising and sharing knowledge, being thought leaders in our sectors.
- **Diversity** – challenging underrepresentation and embracing inclusion.
- **Integrity** – transparency and honesty in all interactions.
- **Ethical** – respecting confidentiality and ensuring fairness.
- **Collaboration** – working together and with partners to deliver lasting impact.

How to Apply

To apply, please follow the instructions on our website [here](#). Please attach your CV and a cover letter to your application, explaining your interest in this post and how your skills and experience make you a good fit.

Selection Process

Applications will be reviewed on a rolling basis, and early applications are strongly encouraged. Please note that a selection may be made during the advertisement period. Shortlisted candidates will be contacted as their applications are assessed, and all applicants will be informed of the outcome of their application in due course.

Documents should be submitted in PDF.

For any queries, please contact: Suzie Li, sli@oxfordhr.com





Like what you see? Our candidate packs are designed by Oxygen, our partner communications agency

Oxford

46 Woodstock Road
Oxford
OX2 6HT

United Kingdom

+44 (0) 1865 985 457

Nairobi

Indigo Cowork Space
Off General Mathenge Road
Westlands
Nairobi

Kenya

+254 (0) 715 163 631

Singapore

6 Battery Road
#06-16
049909

Singapore

+65 (0) 9114 1439

Washington

1250 Connecticut Avenue NW
Suite 700
Washington, DC
20036

United States of America