

## Client Services Associate

Fast-paced, communication-intense role with a clear focus on effectiveness and revenue generation.

### The Company

AlphaSights is a global leader in knowledge search. Our mission is to connect the world's top professionals with the world's best knowledge, helping them improve critical decisions, sharpen their thinking and drive business forward. Investment firms, consultancies, corporations and non-profits rely on AlphaSights to connect them efficiently and intelligently with experts across all industries and regions. AlphaSights is growing fast and, with three new offices opened in the last year alone, offers unrivalled impact opportunity and career progression.

### The Role

As a member of our client service team, you will be acting as the intermediary between our clients on one side, and targeted industry experts on the other. Your role is to focus on our clients' knowledge gaps and define the specialist knowledge required to address them. You then research companies and industries in order to identify and engage leading subject-matter specialists, using sound judgment to qualify their expertise based on the project in question, and connect them with our clients in real-time. Although there is no typical day, there are often many projects running concurrently and our teams have to learn the most efficient way of identifying expertise quickly.

Once you excel at the core delivery requirements of the client service role, you will take on additional responsibilities, including overall project management, client relationship management, and coaching of junior colleagues. You will receive intensive on-and-off-the-desk training along the core dimensions it takes to become a self-sufficient commercial leader, including account management, business development, negotiation, leadership, recruitment, and talent development.

### Your Career at AlphaSights

We believe that the commercial, operational and interpersonal skills that you will pick up along the way will set you up for success in the 21st century workplace. You should expect to develop into a confident, autonomous business principal who can win business, inspire others and marshal resources in a fast-changing environment. Find out more about the AlphaSights career path [here](#).

### What We Look For

This is a position for someone with high emotional intelligence who enjoys connecting with people, is an exemplar of professionalism, and is highly motivated by exceeding targets. Our most successful people embrace a "whatever-it-takes" mantra and relish the opportunity to roll up their sleeves to achieve their goals.

- Career maturity and alignment – clarity about direction, committed to getting there and aware of how AlphaSights fits with your longer term goals
- Commercially driven – desire to develop sales and negotiation skills and seeking reward for commercial success
- Innate personal confidence – able to thrive in an environment that at times can be volatile, uncertain, complex, and ambiguous (VUCA)
- People-oriented, emotionally intelligent team player
- Selfless, can-do attitude and passion for making a tangible impact
- Excellent communication skills – the confidence and poise to initiate conversations with senior executives in diverse markets and functions

### Requirements:

0-1 years' work experience

Strong academic credentials, including a minimum of 3.3 GPA (or equivalent) and 2:1 honours degree (or equivalent) in any discipline

Evidenced success in a professional and/or extracurricular field

Fluency in English is essential. Fluency in an additional Asian language is a plus

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Please submit your application directly to <http://grnh.se/wqkb2p1>

Deadline of submission: 31 March 2018 (Saturday)

## Summer Associate 2018

What are you looking for in your ideal summer internship? Autonomy, high personal impact, and an introduction to the world of business without pigeonholing yourself into any one industry? A challenging program that will help you develop the commercial and operational skills you need to launch a successful career in business? To gain hands-on experience in a fast-paced business environment and work on live projects from day one? If this resonates with you, read on.

We're a global team of ambitious, mission-driven professionals committed to accelerating progress for our clients and for our people alike. As a Summer Associate, you'll have significant autonomy and responsibility. You'll get intense training to help you excel in your role. And you'll have opportunities to work and spend time with like-minded colleagues right from the get-go.

### About AlphaSights

Leading professionals around the world often find themselves in situations where they don't have the knowledge they need to confidently make decisions and move forward. That's when they turn to AlphaSights. Our people bring commercial instincts, business acumen, and a whatever-it-takes mentality to every project to truly understand our clients' unique questions and identify the precise experts who can offer valuable insights. With a better understanding of the world than they had before engaging AlphaSights, our clients accelerate their progress. They harness newfound insights and knowledge to think faster and smarter than the competition, generate ideas, and make extraordinary breakthroughs to drive business forward.

Founded in 2008, AlphaSights currently employs around 500 professionals in eight offices around the globe and regularly ranks as one of the fastest-growing companies in the world.

Learn more at [alphasights.com](http://alphasights.com)

### The Role

As a Summer Associate on our client service team, you'll act as the connection point between our clients and industry experts. Your role is to focus on clients' knowledge gaps and identify specialists with the knowledge that can address them. Thinking quickly and critically, you'll conduct surface-level research on companies and industries to identify the precise experts around the globe who can answer our clients' questions. You'll spend considerable time reaching out by phone to experts to assess whether their expertise is a relevant match to the client request you're working on and you'll connect qualified experts to our clients in real time. Working on several client requests at the same time, you'll need to learn effective prioritization to efficiently identify and qualify highly relevant expertise.

This is a fast-paced, communication-intense role with a clear focus on effectiveness and revenue generation. Summer Associates develop skills in negotiation, professional communication, project management, and commercial execution which pave their way to successful careers in commercial and operational leadership.

### What We Look For

We're not as concerned about what you've studied because we'll teach you how to be successful in this role, but you should have an interest in working in a business-oriented capacity. You'll need to bring a client-first attitude and be results-oriented, driven, and emotionally intelligent. You'll need to embrace our entrepreneurial, fast-changing, and highly collaborative environment and demonstrate strong interpersonal and leadership skills.

### Requirements

- Current Undergraduate Junior (Class of 2019)
- Strong academic credentials in any major
- Evidenced success in a professional and/or extracurricular field
- A natural curiosity and an ambition to expand your horizons
- Fluency in English is essential. Fluency in a relevant Asian language is a plus

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Please submit your application directly to <http://grnh.se/653qiu1>

Deadline of submission: 31 March 2018 (Saturday)

## Client Protection Associate

**\*\*Hong Kong\*\***

At AlphaSights, we deliver an unmatched client service experience to the world's leading investors and decision makers. Client Protection is a dynamic and autonomous function designed to help our clients use our services and access knowledge safely. We have a wide remit, a lot of cross-function visibility and operate on a variety of levels within the business - from policy and product development to training and oversight.

Client Protection Associates monitor client requests, develop and implement new policies, anticipate possible roadblocks, train our employees, and ensure that everyone plays by the rules.

This is an exciting opportunity for meticulous team players with a background in operations, law, or risk management looking to transition into a high-growth commercial environment.

Find out more by watching our videos <https://cp.alphasights.com>.

### **The role**

You will be joining a global team at entry-level and you will work closely with our core service delivery teams to ensure our clients are always served to the highest standards. The role requires attention to detail, problem-solving skills, lots of responsibility, as well as constant communication.

On a day-to-day basis, you will:

- Monitor active projects to flag and mitigate potential risks
- Provide guidance to delivery teams on the projects they are working on
- Communicate with delivery teams across the business to support their high delivery standards
- Design and implement global operational policies and processes that protect our clients
- Create and deliver tailored training to our delivery teams
- Work with the rest of your team on long-term projects to anticipate, develop and set industry standards in this rapidly growing industry.

What we look for

To be successful in this role, you should display:

- Career maturity and alignment – clarity of direction, commitment to getting there and awareness of how Client Protection at AlphaSights fits with your journey
- Innate personal confidence – ability to thrive in a dynamic environment
- Rigorous attention to detail – ability to anticipate and proactively prevent risks
- People-oriented, emotionally intelligent team player – ability to de-escalate situations patiently and calmly, yet quickly and effectively
- Authority and poise – ability to present yourself with gravitas and manage relationships with junior and senior stakeholders within the business
- Strong communication skills – ability to communicate clearly and effectively both in writing and in person

### **Requirements**

- Attained bachelor's degree, demonstrating strong academic credentials in any field and noteworthy extracurricular leadership
- No experience is required but 6-12 months experience in related fields such as law, risk management, operations or compliance is preferred.
- Fluency in English (fluency in Chinese, Japanese or Korean is also a plus)

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Please submit your application directly to <http://grnh.se/isbmof1>

Deadline of submission: 31 March 2018 (Saturday)

## Client Protection Summer Associate 2018

Looking for an internship that teaches you about both law and business? Do you want your internship to involve real work?

The Client Protection team at AlphaSights is looking for driven, proactive, and results-oriented interns to join our team in Hong Kong in summer. To learn more about AlphaSights and what Client Protection does, [click here](#).

As a CP intern, you'll learn and hone skills that will help you succeed in a number of future career paths, whether it be law, business, risk management, or in government. By the end of the internship, you'll be able to identify obstacles and brainstorm solutions, think and write critically, communicate and listen effectively, and build project management skills. The day-to-day of a CP team member is always changing, but here are a few of the typical responsibilities:

- Monitoring client requests
- Developing and implementing new policies
- Training our employees
- Ensuring that everyone plays by the rules

### What we look for

To be successful in this role, you should display:

- Self confidence– ability to thrive in a dynamic environment
- A proactive mindset– ability to think ahead and anticipate how issues can be prevented
- Innate curiosity– willingness to investigate and look for solutions when new challenges arise
- Agility – ability to execute on numerous workstreams within the same timeframe
- Emotional intelligence and exceptional team playing skills– ability to build relationships within the Client Protection team and work effectively with other stakeholders
- Strong communication skills– ability to speak and write clearly and effectively

### Requirements

- Will attain bachelor's degree by 2019, demonstrating strong academic credentials in any field and noteworthy extracurricular leadership
- Previous internship/employment experience in a structured program preferred
- Strong interest in pursuing a professional career in law, operations or risk management
- Fluency in English and in Chinese (other Asian language skills are also a plus)
- Internship dates: June 2018 - August 2018

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Please submit your application directly to <http://grnh.se/txej1m1>

Deadline of submission: 31 March 2018 (Saturday)