



## **POSITION SPECIFICATION**

*The Human Capital Group, Inc - Retained Executive Search & Leadership Consulting firm*  
[HumanCapitalGroupInc.com](http://HumanCapitalGroupInc.com)

**POSITION TITLE:** Senior Consultant – Retained Executive Search  
**REPORTING TO:** Senior Partner and Founder  
**LOCATIONS:** Open  
**THE COMPANY:** The Human Capital Group, Inc.

**The Human Capital Group, Inc.**, [HumanCapitalGroupInc.com](http://HumanCapitalGroupInc.com), is a **Retained Executive Search** and **Leadership Consulting** firm. In business since 2000, we currently have 11 Associates serving offices in TN, GA, and SC...and affiliate offices in 29 countries around the world. We are looking for talented executives to open and lead new offices throughout the country.

This is a unique opportunity to join a values and faith-based firm with the purpose of "Delivering Results through People". We are seeking strong, grounded, entrepreneurial leaders who have invested in developing and nurturing relationships throughout their career and now wish to grow their own business of serving others with proven value-added services.

### **SCOPE & RESPONSIBILITIES:**

The successful candidates will be responsible for establishing, marketing and delivering services offered by The Human Capital Group, Inc.

### **REQUIRED SKILLS & EXPERIENCE:**

- **Senior level executive** or **retained executive search** experience is required. Ideal candidates will possess an extensive network of business and community contacts and/or recruitment experience in a professional services/consulting environment
- Proven and successful history of **business development**. A strong business acumen and understanding of corporate functions (Human Resources, Finance, Sales, Marketing & Operations, etc)
- Bachelors degree required; MBA strongly preferred
- Strong client relationship skills, including the ability to prepare and present reports to executive level clients
- Exceptional project management skills; the ability to define objectives, handle multiple projects, and deliver work on time
- The ability to understand client needs and source qualified candidates
- Ability to build & maintain candidate networks through market research & on-going relationship management
- Experience working with business leaders involved with a variety of human capital related initiatives
- Comfortable leveraging technology as a source for finding and recruiting candidates

### **PERSONAL ATTRIBUTES:**

- Personal commitment to the **Guiding Principles** of The Human Capital Group, Inc.
- A person who thrives on serving others
- Self starter with strong organizational and execution skills
- Comfortable with self management
- "Entrepreneurial spirit" – excited about the opportunity to launch a business in a new market
- Outstanding communicator; both verbal and written
- Enjoys networking, meeting new people and building relationships
- Results-oriented and creative 'out of the box' thinker; team player

### **COMPENSATION:**

The Human Capital Group offers a lucrative and "paradigm breaking" compensation package within the retained search industry. A small up-front investment is required to set up each office. In addition, The Human Capital Group provides each senior consultant with a proven brand and process to leverage, billing functions, a state of the art website, access to the enterprise network and our internal database.

### **CONTACT INFORMATION:**

If you are interested in considering this great opportunity, please view our website, [HumanCapitalGroupInc.com](http://HumanCapitalGroupInc.com), to learn more about us, to see/hear what clients and candidates have to say about our services, and to absorb our "Guiding Principles". Visit the 'Interested in joining our team?' page to view 7 additional videos about who we are, what our logo stands for, etc...great insight for someone considering joining our firm. Interested and qualified candidates should send their resume, along with a 1-2 page cover letter stating why you are interested in joining us, to [Steve@HumanCapitalGroupInc.com](mailto:Steve@HumanCapitalGroupInc.com). In the subject line, please indicate "**HCG Sr. Consultant**".