



RESEARCH INSTITUTE

## JOB POSTING

### Sr. Information Specialist

<b>Job Title</b>	Sr. Information Specialist
<b>Company name</b>	Everest Group
<b>Location City</b>	Gurgaon (New Delhi National Capital Region)
<b>Location Country</b>	India
<b>Industry</b>	Consulting and Research
<b>Function</b>	Research and database management
<b>Company description</b>	<p>Everest Group is a global consulting and research firm that comprehensively serves the outsourcing and offshoring market. An industry leader since creating the sourcing consultancy practice in 1991, Everest has earned a worldwide reputation for ongoing innovation by helping clients capture optimum value through sourcing strategies and implementation. Everest provides information, insight, and advice to help buyers, suppliers, and enablers of services effectively navigate all stages of the sourcing lifecycle. Committed to thought leadership, Everest is noted for its fact-based analyses and insights on the outsourcing and offshoring marketplace. For more information, please visit <a href="http://www.everestgrp.com">www.everestgrp.com</a> and <a href="http://www.everestresearchinstitute.com">www.everestresearchinstitute.com</a>.</p>
<b>Job overview</b>	<p>Member of Business &amp; Information Services (BIS) Team, a 4-5 person team which focuses on building knowledge and capabilities to assist Everest Consulting and Research. Role will typically include fact finding, compilation of data, synthesis and analysis of information used for client presentations and research reports</p>
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>■ Provide research and analytical support, working closely with the global Everest research and consulting teams</li> <li>■ Lead parts of Knowledge and database management efforts : <ul style="list-style-type: none"> <li>● Collect, synthesize, and make available relevant knowledge</li> <li>● Timely upkeep of databases including regular updates, quality checks, etc.</li> <li>● Working towards improving the quality of the data and database structure</li> <li>● Work to fill knowledge gaps, including personally developing or improving documents in select areas</li> <li>● Prepare documents and participate in training sessions focused on communicating “best practices” related to knowledge transfer, sharing and collection</li> <li>● Educate broader organisation to effectively use various BIS capabilities</li> </ul> </li> </ul>
<b>Skills &amp; activities</b>	<ul style="list-style-type: none"> <li>■ Comfortable with numbers and data gathering</li> <li>■ Strong oral and written communication skills, including attention to detail</li> <li>■ Ability to multi-task, work under pressure and successfully manage to deadlines</li> <li>■ Self-motivated and able to prioritize and work independently</li> <li>■ Ability to interact and effectively work with others in a team environment</li> </ul>



	<ul style="list-style-type: none"> <li>■ Comfort with ambiguity of entrepreneurial environment</li> <li>■ Strong organization skills and leadership skills</li> <li>■ Motivated to excel in business</li> <li>■ Intellectual curiosity</li> <li>■ Strong Microsoft office skills (PowerPoint, Word, Excel and Outlook) A working knowledge of Microsoft Access is a plus</li> <li>■ Professional in appearance</li> </ul>
<b>Education &amp; experience</b>	<ul style="list-style-type: none"> <li>■ Bachelor's degree</li> <li>■ Interest in conducting research (focused on outsourcing space and sourcing trends)</li> <li>■ History of excellence in academics, personal and vocational achievements</li> </ul>
<b>Reporting relationships</b>	<ul style="list-style-type: none"> <li>■ Reports to: Everest Knowledge Director in India</li> </ul>
<b>Job length</b>	Full-time position
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