



Job Title: Information Specialist
Location City: Gurgaon (New Delhi National Capital Region)
Industry: Consulting and Advisory Services
Company: Everest Group

Company Description

Everest Group is an advisor to business leaders on global services with a worldwide reputation for helping Global 1000 firms dramatically improve their performance by optimizing their back- and middle-office business services. With a fact-based approach driving outcomes, Everest Group counsels organizations with complex challenges related to the use and delivery of global services in their pursuits to balance short-term needs with long-term goals. Through its practical consulting, original research and industry resource services, Everest Group helps clients maximize value from internal transformations, shared services, outsourcing and blended model strategies. Established in 1991, Everest Group serves users of global services, providers of services, country organizations and private equity firms, in six continents across all industry categories. For more information, please visit our websites - www.everestgrp.com.

Job overview

Member of Information Services (IS) Team, an 18-member team which focuses on building knowledge and capabilities to assist Everest Consulting and Research. Role will typically include data acquisition, coordination with clients, compilation of data and synthesis of information used for client presentations and research reports

Roles & Responsibilities:

- Templated survey creation
- Understanding of basic survey reporting
- Responsible for managing calendars, scheduling calls, meetings, video conferences of research analysts, interacting with other stakeholders and taking initiative to resolve scheduling conflicts.
- Knowledge management
- Strong Microsoft office skills (PowerPoint, Word, Excel and Outlook)

Skills & activities

- Comfortable with numbers and data gathering
- Strong oral and written communication skills, including attention to detail
- Ability to multi-task, work under pressure and successfully manage deadlines
- Self-motivated and able to prioritize and work independently
- Ability to interact and effectively work with clients as well as analysts in a team environment
- Comfort with ambiguity of entrepreneurial environment and interacting with senior internal stakeholders
- Process orientation
- Inclination to explore new opportunities in assigned domain

Education & experience

- Bachelor's degree
- 2 – 3 years of experience in research support and client coordination activities
- History of excellence in academics, personal and vocational achievements

Reporting relationships

Reports to: Director, IS