



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

Company Description

Everest Group is a consulting and research firm focused on strategic IT, business services, and sourcing. We are trusted advisors to senior executives of leading enterprises, providers, and investors. Our firm helps clients improve operational and financial performance through a hands-on process that supports them in making well-informed decisions that deliver high-impact results and achieve sustained value. Our insight and guidance empowers clients to improve organizational efficiency, effectiveness, agility, and responsiveness. What sets Everest Group apart is the integration of deep sourcing knowledge, problem-solving skills and original research. Details and in-depth content are available at www.everestgrp.com

Job overview

Member of Information Services (IS) Team, which focuses on building knowledge and capabilities to assist Everest Consulting and Research. Role will typically include data acquisition, secondary research, coordination with senior stakeholders, compilation of data and synthesis of information for preparation of client presentations and research reports

Skills & activities

- Track and interpret data and create reports. Comfortable with numbers and data gathering
- Identify and define new process improvement opportunities
- Conduct basic level of analysis for custom research requests results
- Accountability for at least project and related reports
- Strong report writing skills
- 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
- Mentor information specialists
- Inclination to explore new opportunities in assigned domain

Role requirements

- Workflow management
- Strong Microsoft office skills (PowerPoint, Word, Excel and Outlook)
- Experience in using databases such as Factiva, One Source etc.
- Knowledge management

Education & experience

- Graduate/ Post graduate
- 3 – 5 years of experience in research processes and report writing

- History of excellence in academics, personal and vocational achievements

Reporting relationships

Reports to: Manager, IS