



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 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 and research.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