



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

Job overview

Member of Information Services (IS) Team, which focuses on data acquisition, primary and secondary research, knowledge management and sales support to assist Everest group Consultants and Industry analysts. Role will typically include working on one of the new products developed by the team, which would involve secondary research, coordination with senior stakeholders, compilation of data and synthesis of information and deriving insights. In addition, the candidate will get an opportunity to be part of a fast-growing team, gain exposure to the foundations of research and database management as well as actively contribute to a number of syndicated publications as well as custom projects of Everest Group

Skills required for the role

- Data gathering and interpretation to create research reports.
- Strong Microsoft office skills (PowerPoint, Word, Excel and Outlook)
- Experience in using databases such as Factiva, One Source etc
- Comfortable with number crunching
- 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 the work
- Comfort with ambiguity of entrepreneurial environment and interacting with senior internal stakeholders
- Mentor junior members of the team

Education & experience

- Looking for graduates or post graduates in any stream
- 3 – 5 years of experience in research processes and report writing
- History of excellence in academics, personal and vocational achievements