

DIRECTORBANK.

Job title: Research & Data Assistant, Frankfurt, Germany
Job type: Internship, initially for 6 months
Schedule: Opportunity for flexible/hybrid working
Salary: Attractive

Job Description:

Company Overview

Directorbank provides executive and non-executive search solutions for private equity investors, their portfolio companies and the wider mid-market. Covering all critical leadership functions and sectors, we have successfully completed over 2,000 appointments across the UK, Germany and the wider European region.

To help support the company's growth agenda, we are now seeking a detail-oriented and organised 'Research & Data Assistant' to join our Frankfurt team. The role will report to our Executive Assistant, Jana Stenzel, in Frankfurt as well as Grace Harris, our Research & Data Assistant in the UK.

Job Overview

As a Research & Data Assistant, you will play a critical role in ensuring the accuracy and integrity of our data. Your primary responsibilities will include researching, inputting, verifying and managing various types of company and people-related information into our bespoke database system. You will be responsible for maintaining data quality, consistency and completeness to support our company's operations and decision-making processes.

Key Responsibilities

- **Research:** Conduct proactive desk research using several channels and tools;
- **Accurate data entry:** Input data from various sources into the company database with precision and speed;
- **Data verification:** Review and verify data for errors, inconsistencies or missing information;
- **Data clean up:** Identify and correct data discrepancies or inaccuracies to maintain data integrity;
- **Record maintenance:** Update and maintain records as needed, ensuring they are current and accurate;
- **Data organisation:** Organise and categorise data, following company standards and practices, to make it easily accessible and retrievable;
- **Quality control:** Perform regular quality checks to ensure data accuracy and completeness;
- **Reporting:** Generate reports and progress updates when required using the company's database management systems;
- **Data security:** Maintain strict data confidentiality and follow the company's data protection policies.

Qualifications, Skills, Experience

- Educated to university level, or equivalent;
- Previous experience in formatting, organising and managing data;
- Proficient in using online research channels and search engines;
- Familiarity with various software tools, including Microsoft Office;
- Strong attention to detail and accuracy;
- Ability to evaluate information for credibility and relevance;
- Excellent time management and organisational skills;
- Ability to work independently and meet deadlines;
- Ability to adapt to evolving research requirements and explore new sources and methods;
- Good written and verbal communication skills;
- A keen interest in learning, and a curious mindset.

The position would suit a university-level student or recent graduate, providing the opportunity to gain industry exposure, new skills and practical experience in a successful and reputable Board-level recruitment business.

Previous experience of recruitment is not required. Comprehensive training will be provided.

To apply, please submit your CV and a cover letter, highlighting your relevant experience, to Jana Stenzel, Executive Assistant, at j.stenzel@directorbank.com in the first instance

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