






# TALENTECK

## We are hiring! Operations Assistant – Spring 2020

### THE IDEAL CANDIDATE

-  Has strong written and verbal communication
-  Enjoys working independently and is ready to take initiative
-  Organized and has excellent time management skills
-  Strong research skills
-  Curious and loves learning new things

### THE COMPANY

- Talentek is a people analytics company that drives business success by providing organizations the intelligence they need to make better people decisions.
- Our cloud-based People Intelligence Platform delivers out-of-the-box reports, surveys, and predictions, while we work with clients directly to customize the platform and add modules to meet their specific goals.
- Founded by Barnard Professor Lalith Munasinghe in 2014
- Learn more at [www.talentek.com](http://www.talentek.com)

### THE POSITION

We are looking for a bright, competent student who can work with us on a variety of operational tasks, including research, communications, organization, product testing, and more.

*Some specific examples of the kinds of activities you would be doing:*

- Research and create a map of the People Analytics competitive landscape, identifying capabilities and gaps in the market
- Build up an ideal target client profile, research and maintain a database of target companies, track important changes in target companies (such as a new executive team member), understand networks of decision makers
- Test user experience on Talentek products and provide feedback
- Research B2B sales cycle and create process diagram of stages and key milestones

### PRACTICAL CONSIDERATIONS

- Students should be able to dedicate 10-15 hours per week (excluding exam periods)
- The position is paid, starting at \$10/hour
- The position will start immediately but have the possibility to continue as a full-time position in the Summer. Therefore, candidates that have already accepted other summer positions or are unable to spend the summer in NYC will NOT be a good fit.

### TO APPLY

1. Email Kate at [kate.gautier@talentek.com](mailto:kate.gautier@talentek.com)
2. Include a copy of your resume and your transcript (unofficial is fine)
3. Write a few sentences about why you think you might be a good fit for the position