



We are a niche & specialized search firm, with strong global alliances in the European & American markets, offering tailored recruitment solutions in Africa supported by our international network. We draw on our time-perfected search methodologies to ensure fast and resourceful delivery of the leading talent within the region. Our mission statement is very clear – to be the preferred specialist executive search and leadership consulting provider of choice in the markets where we operate. Our Executive Search & Leadership Consulting expertise fall within the following Practice Areas: Financial Services, Consumer & Industrial Products, Technology, Media & Telecoms, Non-Profit & Government as well as Energy & Natural Resources.

Job Description – Research Specialists / Generalists (Intern)

Do you enjoy hunting for information online? Are you a creative, out-of-the box thinker? Would you like to work independently from your home office as part of a growing team? Join a rapidly growing specialized search firm in Africa. As an Industry **Research Specialist** or **Generalist**, you will lead all research efforts to identify viable professional prospects meeting a wide array of industry segments. Strong command of online information resources and social media tools is essential for this job (i.e. use of job boards, LinkedIn, Facebook, Twitter, Google+, Bullhorn, ZoomInfo, Jigsaw, and other niche sites for phone numbers, contact information, etc.)

Flexibility is a key benefit of this role as you can work from your home office with flexible hours. You will provide direct candidate research support for the company. This is an unpaid summer internship or freelance role. However, a **strong variable incentive package that is tied to each lead generated** will be rewarded.

Locations: Lagos / Abuja / Nairobi / Johannesburg / London

Essential Job Functions:

Identify and conduct daily research and searches for prospective clients that meet specific requirements for a wide variety of professional profiles located across Africa. This would be an opportunity to leverage our platform to create vast professional networking opportunities for self.

- Identify and present potential client companies from company websites and related online platforms.
- Leverage various social media tools such as LinkedIn, Facebook, Twitter, Google+, Jigsaw, ZoomInfo, and many others to identify potential prospects for the firm to contact;
- Proactively promote and market select clients through private networks and other contacts;
- Conduct occasional cold calls with potentially viable client company executives;
- Prepare brief executive summaries of research findings to Management;
- Upload and maintain all current client information and notes in company's online network database
- Assist with follow up on existing and prospective clients on a periodic basis;
- Provide additional administrative support as needed to facilitate growth of the business
- Be flexible in responding to frequent change



Qualifications and Experience Required:

- Minimum of 2 years' equivalent experience completing information research or "sourcing" assignments within a recruiting or executive search firm, law office, library, academic setting, or another equivalent professional environment.
- Previous experience as a recruiting researcher is a plus, but not required; qualified candidates from any background are encouraged to apply.
- Exceptional analytical research skills with the ability to source targeted information
- Tech-savvy personality, fully embracing all forms of information and communication resources
- Exceptional written and verbal communication skills
- High level of attention to detail, particularly with written communications
- Fluent with Microsoft Office Word, Excel, and PowerPoint
- Maturity to work remotely and autonomously, as part of an integrated team, with little supervision while maintaining the self-discipline to achieve targeted goals
- Natural competitive drive with a passion to succeed
- Previous industry experience in one of our specialized practices a plus, but not required

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To indicate your interest, kindly fill an application questionnaire on our site by clicking [here](#).

In addition, please forward a cover letter and copy of your resume indicating your location or industry preference (if any) to internship@talentstoneafrica.com

Job Description – Software Engineer (Intern)

Perform complex analysis, design, development, testing, and debugging of computer software in support of clients across public and private sectors. Perform activities ranging from software design, operating architecture integration, and selection of computer systems. Apply knowledge of one or more technologies, including Web development, CRM Dynamics, and Oracle, platforms, and programming languages, including Java, Python, and .Net. Apply COTS integration and custom development expertise in industry standard programming languages to convert functional and technical requirements into business and mission solutions. Create system design work products, including wireframes and prototypes.

Location: Flexible but Lagos (preferred)

Basic Qualifications:

- 3 to 5+ years of experience with developing Web applications in ASP .NET, C#, .NET 4.0, Java, or Python
- 3 to 5+ years of experience with software engineering concepts and the software development life cycle
- Knowledge of database concepts, Web server maintenance, error log analysis, and code performance analysis
- BA or BS degree
- Additional Qualifications: MBA or MS degree



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Job Description – Search Consultants (Intern / Full-Time) – US Mkts

We are a niche & specialized search firm, with strong global alliances in the European & American markets, offering tailored recruitment solutions supported by our international network. We draw on our time-perfected search methodologies to ensure fast and resourceful delivery of the leading talent within the region. Our mission statement is very clear – to be the preferred specialist executive search and leadership consulting provider of choice in the markets where we operate. Our Executive Search & Leadership Consulting expertise fall within the following Practice Areas: Financial Services, Consumer & Industrial Products, Technology, Media & Telecoms, Non-Profit & Government as well as Energy & Natural Resources. **We are expanding our search capabilities into the wider US market through a partnership model with our alliance partners.**

Do you enjoy hunting for information online? Are you a creative, out-of-the box thinker? Would you like to work independently from your home office as part of a growing team? Join a rapidly growing Executive Search firm. As a Search Consultant, you will lead all search efforts to identify viable professional candidates meeting a wide array of job order profiles. Strong command of online information resources and social media tools is essential for this job (i.e. use of job boards, LinkedIn, Facebook, Twitter, Google+, Bullhorn, ZoomInfo, Jigsaw, and other niche sites for phone numbers, contact information, etc.)

Flexibility is a key benefit of this role as you will work from your home office with flexible hours. You will provide direct candidate research support for the company's team of Executive Recruiters on staff as needs and job orders dictate. Compensation includes a strong variable incentive package that is tied to each placement made subject to up to 40% of placement fees.

Location: Flexible (US Preferred)

Essential Job Functions:

- Conduct daily searches for qualified candidates that meet specific detailed job requirements for a wide variety of professional positions located across the United States;
- Identify and present potential candidates from major job boards such as Monster, Career Builder, Indeed, The Ladders, and many others;
- Leverage various social media tools such as LinkedIn, Facebook, Twitter, Google+, Jigsaw, ZoomInfo, and many others to identify potential candidates for the recruiters to contact;
- Proactively promote and market select candidates through private recruiting networks and other recruiting colleagues to facilitate placements;
- Conduct occasional qualifying phone interviews with potentially viable candidates;
- Prepare brief executive summaries of candidate research findings to Management and Recruiters;
- Upload and maintain all current client and candidate information and recruiting notes in company's online network database;
- Assist with data input and minor accounting activities on a periodic basis;



- Provide additional administrative support as needed to facilitate growth of the business;
- Be flexible in responding to frequent change

Qualifications and Experience Required:

- Minimum of 2 to 5 years' equivalent experience completing information research or “sourcing” assignments within a recruiting or executive search firm, law office, library, academic setting, or another equivalent professional environment. Previous experience as a recruiting researcher is a plus, but not required; qualified candidates from any background are encouraged to apply.
- BS/BA degree in English, Library and Information Sciences, Information Technology, Marketing, Business, or Communications highly preferred, but not required
- Exceptional analytical research skills with the ability to source targeted information
- Tech-savvy personality, fully embracing all forms of information and communication resources
- Exceptional written and verbal communication skills
- High level of attention to detail, particularly with written communications
- Fluent with Microsoft Office Word, Excel, and PowerPoint
- Maturity to work remotely and autonomously, as part of an integrated team, with little supervision while maintaining the self-discipline to achieve targeted goals
- Natural competitive drive with a passion to succeed
- Previous Recruiting, Sales or Customer Service experience a plus, but not required

Apply

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