



VACANCY

Associate

Requirements

- Entry-level position
- Academic degree
- Fluent in English
- Eager to learn
- Strong connector

 **Amsterdam/Rotterdam/Madrid/Frankfurt**



Top of Minds is an innovative executive search firm with offices in Amsterdam, Rotterdam, Frankfurt, and Madrid. The consultants always find the best candidates for the best employers. To support our future growth, we are welcoming new graduates to join our Associate Program. This program combines learning on the job with coaching and formal training in essential business skills.





ABOUT THE COMPANY

Top of Minds

Founded in 2008, Top of Minds guides professionals in a variety of industries and roles to the next step in their careers. Clients are extremely diverse, from scale-ups like Adyen, Catawiki, and HelloFresh to big corporates like Amazon, Heineken, McKinsey, and VodafoneZiggo. Vacancies range from Brand Manager to Chief of Staff and from Logistics Manager to Strategy Consultant, often with a digital aspect.

Candidates and clients keep returning to Top of Minds. These long-term relationships form the basis for the agency's success. At Top of Minds, recruitment is about honest, well-considered and sincere advice, never a quick win. Employers see this reflected in strategic partnerships helping them build strong teams; candidates notice it mainly in the high-quality personal advice.

“This is an opportunity to put your career on the fast track” –Auke Bijnsdorp, founder & Managing Partner

A hybrid business model to stand out in the digital era

Our way of working is best described as a hybrid between recruitment and marketing. We work with the best writers and designers to high-quality job specs to create candidate engagement. This content reaches the right people because of two things: our professional research team and our in-house marketing team. The output of their combined efforts is unparalleled.



The international team

This business model makes our success well-suited for international roll-out. Wherever we set foot on the ground, our approach takes the mid-level executive search market by storm. The international team currently consists of thirty-five consultants based in Amsterdam, Rotterdam, Frankfurt, and Madrid. They are working on both local and global assignments, and they are supported by our extensive support team. We are also looking at international expansion to the UK, the Nordics, and a cross-border practice.



Associate

We are offering graduates or young professionals the chance to lay the foundations for a top-level career in executive search. Associates can choose to follow the program in Amsterdam, Rotterdam, Frankfurt, or Madrid. International rotation is also on the cards for those who wish to combine their professional development with soaking up different cultures.

“I'm impressed with how professional the organization and the associate program are. I'm learning a lot.” – Ole Cohen, Associate

The eighteen-month associate program revolves around three focus areas:

Learning on the job – Associates will support the consultants on a variety of search assignments. This includes taking part in client intakes, project planning, finding candidates using Top of Minds' candidate database and LinkedIn, reaching out to them, interviewing them, and arranging assessments and client interviews.

Professional training– The training will cover key skills such as research, interviewing candidates, project management, account management, sales, negotiations, and using personality assessment tools.

High-performance coaching– As well as learning from senior members of staff, Associates will achieve personal growth due to the professional coaching of the training agency Scenter, and amplify their learning curves by sharing their experiences with fellow Associates.



At Top of Minds, Associates are highly valued members of the teams, both at a personal level and from a business point of view. Their experience at Top of Minds will set Associates up for a successful career in executive search.



“Top of Minds has a very positive and inclusive culture. It’s the right mix of freedom, responsibility and support.”

Sophie Jansen, Associate.



Interested? To express your interest, please contact Martine Francken at martine.francken@topofminds.com.



TOP OF MINDS

CAREER ADVICE FOR STARTERS



Tomas Doppenberg & Emma de Wit

A conversation with: Research Assistant Tomas Doppenberg and Associate Emma de Wit

What should you consider when you make the move from student life to working life? When does it make sense to keep studying? And how do you make the most of your newbie status in your first few months as a professional?

Tomas is studying Commercial Economics at the Amsterdam University of Applied Sciences and also has a part-time job as a Research Assistant at Top of Minds. He's sitting down with Emma, who has grown from her role as a working student to be an Associate at Top of Minds. How did she experience that move, and what are her tips for other career beginners?



Tip 1: Consider the added value of a master's or pre-master's degree.

"I'm curious as to why you decided to earn a pre-master's and a master's after you graduated," Tomas said. Emma doesn't have to think long, "After Hotel Management School, I wanted a little more challenge, and I wanted a course that focused more on theory. But if I had to do it over, I'd still go to Hotel Management School because it gives you a combination of theory and practice, and I feel like that adds a lot of value for me now."

Tomas nods and asks if that's helped Emma in her professional life.

"I use so many of the skills I mastered in Hotel Management School on a regular basis. For example, being assertive, listening to the customer, and being service-oriented. But when I'm talking to a client, I can also listen to what's being said between the lines and translate that for the candidate. Looking at a company as a whole is something I learned more during my master's in organizational studies. It's an approach to thinking and working that you can really apply in practice."

Tomas continues, *"Do you feel like a master's degree made the step from studying to working smaller?"*

Emma says, *"I think you're a little more sure of you yourself. Most people earn their master's alongside a real job, so you take studying a little more seriously and working on projects with other students is almost like working with colleagues. I think that that does make the step into working life smaller. At the same time, I think if I'd started working right after Hotel Management School, I'd have learned those skills here."*



Tip 2: Prepare for a different rhythm and more independent direction.

Tomas builds on that question to ask Emma what she felt was the biggest shock when transitioning from student life to working life.

“The rhythm is really different. You can’t schedule your own time as flexibly as you did in your college days. I really had to get used to that in the beginning, and I was physically tired for a while. And in this job, you have so many different projects running simultaneously that I had to keep a lot of lists in the beginning. ‘I’ve proposed one candidate for this role. I need to give the client an update on this project.’ When you’re studying, everything is much more pre-planned: ‘Now you need to do this; then you have to be there at that time.’”



Tip 3: Ask questions and be clear about what you need.

Tomas asks, *“How did you make the most of your newbie status in your first three months on the job?”* Emma thinks it’s particularly helpful to ask as many questions as possible and be clear about what you need. *“In the beginning, I thought it was important to focus on one project and do that as well as possible. Someone else may actually enjoy being thrown into the deep end and having to tread water for a while. It’s good to know what you need to accelerate your learning, and don’t be afraid to say it. And what’s really nice about working at an executive search firm is that you can easily pick a more experienced colleague’s brain about how to approach a job listing. It helps if you’re at a smaller company with a more relaxed culture. That was something that did stand out when I joined Top of Minds—it’s professional AND friendly at the same time.”*



Tip 4: Be assertive to accelerate your own growth.

Tomas continues, *“Yes, it’s great to learn at a slightly smaller company like this. Mainly because it’s easier to go to someone who’s already a little further along in their career and in the company to ask things like how does this work or what about that?”*

Emma adds, *“Taking that initiative is also helpful when you’re in the process of moving from Associate to Consultant, for example. Because when you see for yourself that you’re ready for the next step, that you’re responsible for a lot of your own work and already bringing in clients, you need to be assertive and have the courage to speak up. At the same time, management also really considers your career path, and there’s guidance from the associate program to make sure you keep developing.”*

Tip 5: Invest in diversifying your network.

Tomas finally asks, *“Have you benefited a lot from your network?”* Emma answers, *“Yes, without even realizing it. Quite a few people end up here through people who already work at Top of Minds.”*

That’s a familiar story for Tomas. *“I actually ended up here through someone I knew. Someone I knew who was moving on when I was looking told me, ‘It’s a really great place.’ And I’ve also referred new colleagues since then. So everything’s come full circle.”*

Emma adds, *“But the great thing about Top of Minds is that your network becomes more and more extensive and diverse. This job introduces you to so many interesting people with a range of backgrounds and perspectives. And you’ll often stay in touch through LinkedIn, which can be very helpful in the future.”*



Tijn Schoorlemmer & Sophie Jansen

A conversation with: Master's student Tijn Schoorlemmer and Associate Sophie Jansen

The first step toward into the professional world can be exciting and overwhelming. There are so many paths you can take, but the choices you make now will determine the rest of your career. What can you do to get started on the career path that's right for you? That was the topic of this conversation between Tijn Schoorlemmer and Sophie Jansen. Tijn works part-time at Top of Minds alongside studying for his master's degree. Sophie is a full-time Associate.



Tip 1: Try out internships and part-time jobs to explore the job market.

“Already having a part-time job in the field is excellent prep for life after school,” Sophie tells Tijn. Like Tijn, Sophie started out as a Research Assistant at Top of Minds back in her college days. “At Top of Minds, my perspective on recruitment changed. What I previously saw as a deals-driven world felt personal and entrepreneurial here. There’s space for ideas and creative input, even when you’re young or still working as a student. By gaining experience with my part-time job, I realized this was a good fit for me.”

Tip 2: Get to know the other side of job application and interview processes.

Tijn nods thoughtfully and says, “I’m studying Supply Chain Management, and I know I want to continue somewhere in that vein. So how relevant is my part-time job, really?” Sophie answers, “I definitely think it’s relevant. A part-time job in executive search can be a valuable resource for students who may want to choose a different career path. That kind of hands-on experience with the job application processes is informative and valuable for the rest of your career. In addition to the social and professional insights, you’ll learn do’s and don’ts that you can take into future interviews.”

Tip 3: Don't be afraid of responsibilities.

Tijn also notes that there are plenty of flexible opportunities for students at Top of Minds. "There are so many different things I can try outside my standard work and point out things I see that could be done differently." That was why Sophie decided to join Top of Minds full-time. After previous internships in the corporate world, she was really eager to take on responsibilities as an entry-level employee. "Executive search is more than just finding and placing candidates. You need to gain knowledge about the different industries and speak to clients and candidates. Actually, I'm constantly doing stakeholder and project management for all different companies, each with their own wants and needs. I've felt like I've made a meaningful contribution from the beginning here, and my confidence as a professional is still growing."

Tip 4: Talk to multiple people about your future.

As an executive search firm, Top of Minds naturally has a wealth of information and expertise around career planning. Sophie always advises interns to take advantage of that. Tijn agrees, “It’s easy to quickly pick an associate or consultant’s brain at lunch or over drinks. But there’s also plenty of feedback, hand-offs, and recognition the other way around. That means you get to experience the wide range of processes and pathways within the company in a very short time.”

Tip 5: Stay curious.

It’s a big misconception that you’re done learning after college. Sophie continues, “As an Associate, I work with all kinds of different companies and industries, from the fashion industry to fiber optic cable installation. That means I can talk to anyone at parties, whether it’s about carve-outs and the diverse aspects of M&A or sustainability and implementation of management systems. How fun is that?!” “Oh yeah,” asks Tijn, “what’s the best thing you’ve learned so far at Top of Minds?” Sophie explains, “Everyone makes mistakes. The beauty of this profession is that you can solve problems yourself, and you have to. Top of Minds has a very deep support network. You can go to anyone for questions, but it’s the freedom and open corporate culture that helps you master things quickly. It’s why I truly believe that Top of Minds is a great learning opportunity for both students and people just starting out in their careers.”