



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.





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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.

Dox Wijers, recently promoted from Associate to Consultant.

Interested? To express your interest, please contact Vivian Linker at vivian.linker@topofminds.com.

