

## Job Description

JM Search is the leading retained executive search firm for private equity and other growth-oriented organizations. As an intern with JM Search, you will have the opportunity to dive into the world of executive search and market research. You will play a key role in supporting the search process through various responsibilities, such as market research and analysis, database maintenance, material preparation, and additional search related projects and responsibilities as they arise.

### ▶ Key Responsibilities

- Conduct thorough market research to provide information on a particular industry.
- Identify and analyze relevant target companies, key executives, client competitors, and both private equity and public entities.
- Assist in maintaining our internal database with relevant search information, including candidate pools, statuses, resumes, etc.
- Assist in developing materials to support the search process, such as, position descriptions, update reports, meeting recaps, market maps, etc.
- Develop the skills to identify the most suitable candidates for specific roles by gaining insights into client needs and industry expectations.

### ▶ Qualifications

- Currently enrolled in a relevant undergraduate or graduate program, preferably with a focus on Market Research, Business, or a related field.
- Proficiency in Microsoft Word, Excel and PowerPoint.

## Program Overview

▶ **Duration:** Mid May - Mid August

▶ **Structure:** Full Time - Paid  
Hybrid; King of Prussia, PA

### ▶ Objectives:

#### Market Research

You will gain practical experience in market research strategies and methodologies to deliver comprehensive industry analyses.

#### Connections & Networking

You will learn to establish strong professional connections. You will enhance your professional communication skills, as well as learn to foster the networking relationships you create.

#### Long-Term Project Involvement

You will have the opportunity to contribute to projects that have a lasting impact on the success and growth of the firm.

▶ **Mentorship:** In addition to working directly with our Senior Partners, you will be paired with a mentor who possesses experience in market research. Through regular check-ins and feedback sessions, your mentor will guide and support you as you learn to apply your existing skills to the field of market research and executive search. Your mentor will also help prepare you to transfer these skills back to school and future career opportunities.

## Our Culture

At the foundation of JM Search's exceptional company culture is our core value of **caring**. We care deeply about one another and have created an environment that supports trust, empowerment, collaboration, and flexibility.

As a people-first culture, each JM Search employee is empowered to make decisions, share ideas, and shape the future of our firm, as well as their own individual career path. We take great pride in being the best at what we do, but **we also care about having fun while we do it.**

## Our Company Values

As a values-driven firm, we take a disciplined approach to hiring professionals that are fully aligned with our core values. This meticulous approach has been our secret sauce for delivering excellent service to our clients for 40+ years.

We have spent more than 40 years identifying, attracting, and retaining high-performing company builders within our own firm and understand how to scale without sacrificing culture. We care deeply about providing continuous development opportunities for each member of our team – from recent graduates to our managing partners – and believe by caring for our people, they in turn care for our clients.



Accountability



Caring



Commitment



Diversity



Integrity



Inclusiveness

## Select Clients



## JM Search Contact



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▶ **Apply Today!**

