

Role: Junior Associate, Platform Solutions

Start: To Be Determined

Location: Washington, DC/New York/Remote Possible

Seeking Recent Grads/Graduating Students for Full-Time Roles at Startup (Operations, Research and Communications Role)

A Little About Us:

Enquire (formerly GlobalWonks) is on a mission to make organizations knowledge-efficient. We provide the world's leading enterprises an AI-powered platform to leverage global subject-matter expertise in real time.

Our uniqueness is defined by our software, which starts with Network Pulse. Through Network Pulse, all that clients need to do is submit a question. From there, our AI-driven multifactor algorithm identifies the experts best placed to provide tailored, actionable analysis in 250 words, which smartly arrives in the client's dashboard within minutes. There on, clients can assess answers according to the experts' professional background and platform ratings and go deeper with any expert of their choice on a Pulse Call or collaborate longer-term on a Pulse Project. We have made this knowledge journey uniquely empowering and seamless for the client by fitting it to their established workflows for data gathering and research.

Work from our Washington, DC or New York offices. Remote locations will also be considered.

More About You:

You are a sharp, ambitious, accountable and self-motivated person. A passionate individual who can execute independently and work as part of a team to assist the Platform Solutions team in communications, planning & scheduling, expert recruitment, market research, marketing and more. You are determined to work as part of a fast-paced team and help get client projects and recruiting targets over the line. The successful candidate will come with a start-up mentality (and ideally some start-up experience), and imbibe keen strategic and commercial instincts. You will also be providing input on new products and procedures, marketing, and content generation efforts, and help drive prioritization and collaboration across existing and new product functions.

You have strong empathy for clients and a passion for steep business growth. The ideal candidate will possess sound communication and interpersonal skills with the ability to build relationships – a desire to go the “extra mile” for clients, experts, and teammates. We are looking for self-motivated and energetic talent to join our fabulous and growing team.

The Platform Solutions candidate will...

- Support our teams in Istanbul, New York, DC, India, Manila and elsewhere on a full-time basis and take on a key role in the scaling of our business.

- Demonstrate an ability to work collaboratively within small groups and adapt to a fast-paced, rapidly changing working environment, including taking on highly time-sensitive projects and requests
- Be intensely curious and have a strong desire to apply your academic and professional experience to solve problems
- Conduct research on a particular topic/ industry pertaining to active client projects to better understand the criteria needed to identify suitable expert candidates and satisfy client requirements/needs
- Help recruit experts based on skill set, geography and/or client requirements into Enquire's network to improve size and quality
- Collaborate with the Business Development team to help deepen relationships with existing clients and promote platform engagement
- Assist in expert educational efforts aimed at providing tools to our expert community so that they may improve the quality of their end product
- Provide feedback and data to the technology team to enhance expert user experience and interface with existing and new products
- Assist experts with platform and profile queries

Key Responsibilities:

- **Expert Recruitment** – helping the PS team recruit senior-level experts in key areas of growth as part of general recruitment, or for special project requests as part of custom recruitment
- **Profile Building & Editing** – building or editing experts' profiles on our platform on an as-needed basis to standardize and quality control profiles on our platform
- **Market Research** – conducting research on major areas/industries of growth (especially those related to technology) to help bolster our recruitment strategy
- **Q&A Monitoring & Quality Control** – monitoring experts' answers to client questions on industry-specific hot topics in real time

Requirements

- The completion or near-completion of a Bachelor's degree in Social Sciences or related fields (Business Administration, International Relations, Political Science, Economics etc.)
- US work authorization is required for all applicants seeking to work for our US offices (OPT or CPT accepted).
- Excellent command of English
- Proficiency in MS Office
- Excellent written and verbal communication skills
- Experience with working in small groups and attention to detail
- Strong preference for candidates with a keen interest in business, technology and related fields/industries experiencing growth

To apply for the position, please send your **CV and cover letter** to talent@enquire.ai in an email titled "Platform Solutions Application."