



2025 SERVICE CATALOG

(ENGLISH)



GLOBAL EXECUTIVE SEARCH & HR CONSULTING
SINCE 2000



MESSAGE FROM OUR CEO

In today's rapidly ever-evolving global business landscape, we are all challenged to stay relevant for sustainable survival and scalable growth. As a globally recognized leader in Executive Search and HR Consulting, HRCap is committed to navigating evolving challenges and thriving in the dynamic market environment.

With three consecutive years of recognition as a Top 10 Executive Search firm, HRCap's success lies in our differentiated approach to fostering client loyalty and delivering unmatched service excellence. By expanding organizational capabilities and enhancing internal processes, we have built a resilient culture and positioned ourselves as a trusted HR partner.

Looking ahead, we will continue to ensure the successful delivery of customized service excellence and thought leadership while strategically entering new markets and scaling our recruiting and HR consultancy services to widen our coverage with proven niche expertise.

To futureproof our organization to remain relevant and competitive, we will aggressively invest in learning and growth by investing in cutting-edge tools, processes, and platforms. At the same time, we will build organic partnerships and champion DEI initiatives to fulfill our corporate social responsibility and foster greater cultural and generational representation. As we celebrate our 25th anniversary, we will thoughtfully reflect on our journey and launch HRCap 2.0 with a renewed vision and purpose.

Through transformational partnerships, innovative thought leadership, and industry-leading service quality, we are committed to serving as a Global HR Magnet to shape a future where businesses and talent flourish together.

Andrew Sungsoo Kim has over 40 years of Human Resources and Organizational Leadership expertise. For his HR & Recruiting industry expertise, influential Asian American leadership, and unwavering commitment to New Jersey's larger business community, he was awarded the 2024 NJBIZ Executive of the Year Award, the 2022 NJBIZ ICON Honor, and the 2022 Stevie Gold Award for Chief Learning Officer. In 2024, he was also inducted into "Marquis Who's Who in America" for his subject expertise and leadership.

Before founding HRCap in 2000, Andrew served as the Recruiting Director at LG Electronics for 15 years, specializing in Recruiting, Training, and Org Design. He provides business consulting and executive coaching to C-Suite networks and serves as a strategic advisor to the Korean Government, MSIP, NIPA, IITP, FKII, KOTRA, KITA, KEPCO, KOCHAM, and KSEA by providing insights on employment challenges, talent assessment, and labor market trends. Andrew is the founder of KOSEM, a Korea-US Community networking hub for overseas Korean-American employees, and actively serves as a mentor to executives looking to grow their respective careers and organizations. Andrew received his MA in Educational Administration from Seoul National University.



Andrew Sungsoo Kim
Founder, CEO & President

A handwritten signature in black ink, appearing to read 'Andrew Kim', written in a cursive style.



ABOUT US

HRCap is a Top 10 Executive Search & HR Consulting Company and the largest Global Asian American Search Firm in the world. Established in 2000, we strategically partner with over 1500 VIP client organizations ranging across Fortune 500s, global medium-sized businesses, PE firms, venture capitals, and tech start-ups across all industries and operate globally with a focus in North America, Europe, and APAC regions.

We are a Total HR Solutions Provider offering customized workforce strategies, executive search, technical recruiting, succession planning, HR training & development, and executive coaching for effective globalization and localization. We pride ourselves in being trusted HR advisors, strategic business partners, and cultural ambassadors to our clients, candidates, and community.

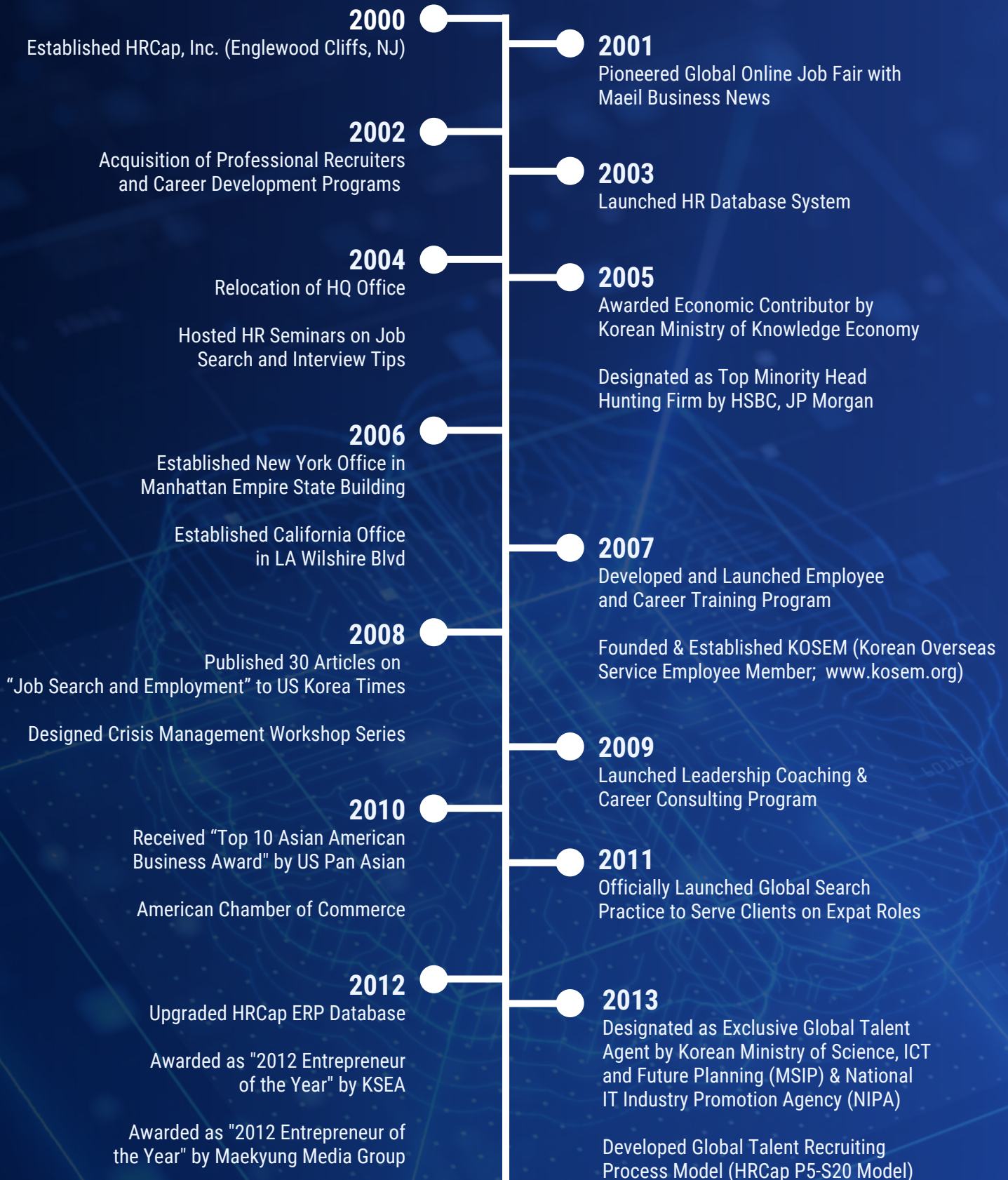


We have a proven global brand for service excellence in speed and accuracy with emphasis in integrity, intimacy, and professionalism.



- Our recruiters dynamically respond to the unique needs of both job seekers and employers looking to fill critical positions
- We screen for adaptability and fit to only recommend candidates who can thrive at our client companies both culturally and professionally
- Our multilingual and multicultural HR professionals are sensitive to the dynamic needs of a global workforce, clientele base, and industry trends

HISTORY & ACCOLADES



2014

Renovated Mobile Website through interactive CRM System

Opened HRCap Branch Office in Seoul, South Korea

2016

Officially Launched CRM (Customer Relationship Management) Service

2018

Organized Inaugural Public Session for KSEA US-Korea Conference (UKC 2018) in New York

Co-organized Road to Employment Seminar with the Consulate General of Republic of Korea in New York

Officially Launched Executive Search Practice for Confidential Retained Executive Search & Succession Planning Roles

2020

Relocation of HQ Office (Ridgefield Park, NJ)

Officially Launched Resume Writing & Career Counseling Practice

Launched Digital Transformation (DX) Team

Renovated and Launched new HRCap Website

Implemented Digital Transformation & Global Rebranding Projects

2022

Named Manage HR Magazine's "Top 10 Executive Search Firm in North America"

CEO Named 2022 "NJBIZ ICON" Honoree for Industry Expertise & Leadership

Received the Gold Stevie Award for Great Employers

CMO Named 2022 "NJBIZ Best 50 Women in Business in New Jersey" for Industry Expertise and Leadership

2024

Launched Interim Solutions Business

CEO Named 2024 "Marquis Who's Who in America"

Named Manage HR Magazine's "Top 10 Executive Search in North America" (3rd Year)

CMO Named 2024 NJBIZ "Forty Under 40" Honoree

CEO Named 2024 NJBIZ Executive of the Year

2015

Designated as Exclusive Global Talent Agent by Institute for Information & Communication Technology Promotion (IITP)

2017

Designated as Exclusive Talent Agent by Korea Electric Power Corporation

2019

Wrote, Published and Released Road to Employment Guidebook in joint partnership with Consulate General of the Republic of Korea in New York

Officially Launched HR Consulting & Leadership Training Practice

2021

Named one of NJBIZ 2021 Best Places to Work in NJ

Ranked #17, NJBIZ 2021 Best Places to Work in NJ (Small Business Category)

2023

CMO Appointed as Lead HR Expert Columnist for the Korea Daily

Named Manage HR Magazine's "Top 10 Executive Search in North America" (2nd Year)

Named Manage HR APAC Magazine's "Top 10 HR Consulting Firm in APAC"

Named NJBIZ "Empowering Women Organization"

Named Manage HR APAC Magazine's "Top 10 Executive Search Firm in APAC"

Named Manage HR Magazine's "Top 5 Executive Search Firm in South Korea"

CMO Named 2023 "COLOR Power 40 Under 40"

INDUSTRIES

We are client-centric and industry-agnostic, meaning we have deep subject expertise and agility to recruit for every industry our client groups operate within. Our Think Tank Advisory comprises subject experts and advisors representing each industry we serve and provides strategic guidance and immediate network referrals to identify and assess the strength of critical talent. All our recruiters and consultants have hands-on functional expertise across all industries and have high learning agility and business acumen to quickly adapt to evolving market trends and identify thriving hot skills for each function and industry. We also pride ourselves in the extensive pool of readily available qualified candidates with the required expertise, relevant experiences, high learning agility, and essential cultural fit with our clients.



Consumer Packaged Goods



Consumer Electronics



Retail & Apparel



Telecommunications



Hospitality & Leisure



Accounting & Finance



Biopharma



Medical Technology



Healthcare



Technology



Food



Automotives



Logistics



Energy



Transportation



Manufacturing



Nonprofit Education



Government



Legal



Professional Services

CLIENT PARTNERSHIPS

HRCap strategically partners with clients ranging across Fortune 500s, global medium-sized businesses, private equity firms, venture capitals, and tech start-ups. We approach each client relationship as their transformational partner, not just a transactional vendor, thereby driving the growth of the global HR industry and enhancing the quality of search services. With an unwavering commitment to understanding the unique challenges of each client, we go beyond recruitment by fostering long-term relationships.

HRCAP CLIENT GROUPS





EXECUTIVE SEARCH

HRCap specializes in executive search solutions by identifying best-fit candidates for our client groups. We have a proven 94% close rate and have been named 2022 & 2023 Top 10 Executive Search by Manage HR for North America and Asia Pacific regions. We are driven by the mission to partner with our clients to globalize and localize by designing workforce strategies and investing in critical leadership with the leading subject expertise, essential industry experiences, and highest cultural sensitivities.

CONFIDENTIAL RETAINED EXECUTIVE PLACEMENTS & SUCCESSION PLANNING ENGAGEMENTS

Chief Executive Officer
Chief Investment Officer
Chief Human Resource Officer
Chief Technology Officer
Chief Digital Officer
Chief Finance Officer
Chief Security Officer
Chief Marketing Officer
Chief Operations Officer
Chief Compliance Officer
Chief Legal Officer
Chief of Staff
President, US Business
President, Head of Europe
Regional President, EVP
Executive Advisor to CEO
Board Advisor & Corporate Secretary
Succession to CEO, VP of Sales & Marketing
Succession to CFO, Corporate Controller

Head of Global Sales, EVP
Head of Product Development, VP
Head of National Sales, VP
Head of Supply Chain, VP
Head of Surgeon Engagement, VP
Machine Learning Lead Scientist
Head of Software Development, VP
Head of HR, Legal, Facilities, VP
Head of Channel Sales, VP
Head of Global IT, VP
Head of B2B Sales, SVP
Head of Legal & General Counsel
Head of Telehealth, EVP
Head of Brand Marketing, VP
Head of Analytics, Senior Director
Head of Digital Transformation, Director
Head of Business Development, North America
Head of Software Engineering & Management
Head of Strategic Partnerships, Director

PROFESSIONAL SEARCH

HRCap has a proven brand for being #1 in Bilingual Market Recruiting and a track record for successfully matching best-fit Asian American candidates for our global clients across North America corporate offices. Our expertise in navigating the bilingual market sets us apart, ensuring a seamless recruitment process that aligns with the unique language and cultural requirements of our clients. Given our local presence with corporate offices in NYC, Atlanta, Dallas, Los Angeles, San Francisco, Seattle, Vancouver, and Toronto, we are readily available to meet with all our clients. Our strategic network allows us to efficiently engage with clients, understand regional nuances, and deliver tailored solutions.

CRITICAL PROFESSIONAL SEARCH PLACEMENTS FOR ASIAN AMERICAN CORPORATIONS

CONSUMER ELECTRONICS

Brand Marketing Director, QA Manager, Product Liability Manager, Process Innovation Manager, Internal Audit Manager, Managerial Accounting Manager, SCM Manager, Credit Manager

INFORMATION TECHNOLOGY

Head of Digital Transformation, Project Manager, Planning Analyst, HR Manager, Accounting Manager, Operation Manager, Vendor Manager, Java Developer, E-commerce Analytics Manager, Software Manager

ADVERTISING

Analytics Manager, Project Manager, Experiential Marketing Manager, Engagement Supervisor

FINANCE & INSURANCE

Market Researcher, Production Underwriter, Technical Assistant, Underwriter, Claim Assistant

AUTOMOTIVE

Corporate Culture Manager, HR Manager, Quality Engineer, Field Support Engineer

SECURITIES

Sales Manager, HR Manager, Sales Assistant, Accountant, Sales Engineer

ENERGY

Senior Accounting Manager, Finance Manager, Toxicology Advisor, Regulatory Affair

TRADE

Sales Manager, Purchasing Manager, Accounting Manager, Corporate Counsel

BIO/LIFE SCIENCE

Finance Manager, Combustion Mechanic Engineer, Air System Design Engineer, Project Engineer

HEAVY INDUSTRY

AR Manager, Chemical Sales, Steel Sales, Investment Analyst, Intelligent Analyst

CHEMICAL

Sales Director, Engineering Manager, Logistics Manager, HR Manager, Accountant

INTERIM SOLUTIONS

HRCap's Interim Solutions offer strategic placement of interim leaders with leading subject and industry expertise. Our clients seek our Interim Solutions for market entries, projects, and leadership vacancies. Our Interim ELITE Executives are subject experts and success-driven leaders that thrive in challenging situations and can address transitional phases, unforeseen vacancies, or specific project needs. These executives are carefully screened for domain expertise, industry leadership, functional skills, cultural fluency, business acumen, learning agility, and level of self-awareness. Only 3% of leaders pass our screening process and are admitted into our Interim ELITE Network. As such, their varied contributions have included maintaining business stability for stakeholders, reinforcing positive momentum during transition, or altering the course of a department or organizational strategy.

VARYING CLIENT ENGAGEMENT NEEDS FOR INTERIM SOLUTIONS



**Temporary Vacancy
Due to Leave of Absence**



**Immediate Hire While
Finding Perm Leadership**



**New Initiative &
Project Implementations**



**Entry into New Markets &
Launch of New Products**



Rapid Growth in Organization



Seasonal Spikes in Business



**Objective Point of View
with Subject Expertise**



**Evaluation & Revamp of
Underperforming Teams**



**Execution of Organization's
Merger, Acquisition, or IPO**



**Trial Before Committing to
Long-Term Employment**

HR TOTAL SOLUTIONS

HRCap offers specialized workforce planning, organizational design, and strategic HR transformation project implementations. Leveraging our extensive industry knowledge, we go beyond traditional recruitment by offering comprehensive HR Strategy and workforce transformation services. We partner with our Asian American clients to help them effectively globalize through cultural transformation strategies and critical placements of subject experts and local executives. We facilitate organizational design tailored to multicultural environments, enabling seamless integration and sustained success in the global marketplace, thereby empowering our clients to navigate and lead dynamic business landscapes.

HR STRATEGY & TRANSFORMATION PROJECT ENGAGEMENTS

**Confidential
Succession Planning**

**Employee Engagement &
Retention Strategies**

**Workforce Strategy,
Pipeline Planning for Top Skills**

**Policy Documentation,
HR Compliance Review**

**Capability Gap Assessment,
Training Documentation**

**Full Cycle "In-house"
Recruitment & Management**

**Organization Assessment
& Corporate Education**

**Leadership Assessment
& Executive Coaching**

**HR Maturity Model,
Organizational Analysis**

**Crisis Management Strategy
(Warnings, Terminations)**

**Job Design,
R&R Development**

**HR Compliance
& Interview Training**

**360 Degree
Reference Checks**

**Total HR Solutions &
Turnkey Recruitment Projects**

**Board Assessment
& Recruitment**

**Cultural Awareness
& Diversity Training**

CLIENT TESTIMONIALS

“ Head of Supply Chain, Logistics Client

HRCap is very good at finding multicultural and multilingual candidates with strong experiences and great work ethics. HRCap is always able to recommend best-fit candidates that would be willing to work and grow with our organization long-term. I am very pleased.

“ Head of Products, Consumer Electronics client

HRCap not only helped us identify strong bilingual candidates with required skills but also helped screen for bicultural candidates who understand the spirit and mentality of working in both the US and Korea. We were very pleased with the timely and well-organized service.

“ Head of Global HR, Semiconductor client

HRCap has a unique ability to clearly understand the organizational needs and the specific job requirements. The recruiters also thoroughly screen the candidates to put forth not just their strengths but also shortcomings that could be easily addressed to provide for full transparency. They have provided proactive support at all stages of the hiring process. I was impressed by HRCap's active communication and service-oriented approach.

“ Head of HR, Healthcare client

HRCap provides executive coaching and HR consulting, so they seem to have a very deep understanding of our client organization and business needs. They have a close professional relationship with upper management, hiring managers, and the HR department. Because they have such a strong connection and vested interest in the client business, they are very committed to finding and great at screening for candidates that will fit with the corporate culture and business goals. That's what makes them excel in difficult to fill recruiting cases as well.

“ CEO, FinTech client

We have worked closely with HRCap for over 15 years. They are now providing turnkey services in recruiting, org consulting, and leadership coaching. We don't use any other agencies - there is simply no need. We are very pleased with HRCap and look forward to our continued partnership.

CANDIDATE TESTIMONIALS

“ RANDY WARNER, President

I want to thank HRCap for all the hard work, dedication, and commitment to me as an individual in my recent placement. HRCap was very engaged in the process and fully understanding of the position I was leaving as well as the opportunity I was trying to obtain. How my process was handled tells me exactly why this company has thrived for 20 years and will continue for another 20.

“ KEITH LENNARD, EVP & Global Head of Software, Professional Service & IT

Given my experience with HRCap and your relentless pursuit of excellent service, I have no doubts your company will continue to experience great success for both HRCap and your clients.

“ ROSS SHANNON, Director of SW Ops

HRCap recruited me for my current position and was the most professional recruiting firm I have ever worked with. They were responsive, supportive, and trustworthy. I can't recommend them enough and look forward to leveraging their outstanding services in the future.

“ YM CHO, Data Scientist

One of the best recruitment processes you can possibly experience. Here in the U.S., sometimes services that require human interaction feel very lackadaisical. However, HRCap demonstrated strong professionalism: they are extremely fast, reliable, and caring.

“ PAUL WEINER, CFO

Never easy to start up and sustain a successful business. I have limited direct experience working with agencies, but HRCap excels at understanding what the client wants and the candidates' needs. Very important to ensure a good match. HRCap was very responsive and highly personable in a way that gives comfort when making a big move. Keep doing what you are doing.

“ GLORY SONG, EA to CFO

I received a message from HRCap one day about a job opportunity. I had never heard about HRCap before this experience, but it proved nothing short of a Godsend. Thank you for discovering me, thank you for being so available in all channels of communication, thank you for walking with me through the process.

“ NICOLE FIGUCCIO, Senior Product Launch Manager

It was an absolute pleasure working with HRCap. From the very start, I quickly realized I was working with top-notch professionals that were experts in their field, and made me feel trusting in their ability to manage the whole interviewing and hiring process. I can't say enough how great and smooth this experience was, and how grateful I am for their support in getting exactly the opportunity I was looking for.



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