

POSITION DESCRIPTION

TITLE:	Research Analyst – Analytics
COMPANY:	Research & Marketing Strategies (RMS); RMS Analytics Division
LOCATION:	15 East Genesee St., Baldwinsville, NY 13027
STATUS:	Full-Time
DATE:	June 29, 2022
REPORTS TO:	Manager of Research Analytics

SUMMARY OF PRIMARY RESPONSIBILITIES

The Research Analyst – Analytics is a client-facing role primarily responsible to assure quality analysis and reporting is delivered to RMS clients based upon contracted research projects. This individual will leverage analytical expertise to support various client research projects as assigned. Tasks may involve proposing and designing market research methodologies best-suited for a client's project(s), writing scripts, surveys, and interview guides to support research activities, client communications, reviewing and analyzing data to articulate in reports, and presenting information to clients in an informative and consultative format. This position works as part of the RMS project team on assigned work, taking total responsibility to ensure that primary and secondary research is completed on behalf of client projects. The Research Analyst works collaboratively with the other Analytics team members. The position requires preparation of research reports and presentations, incorporating key take-away findings, recommendations, and next steps. This position is eligible for a hybrid work model.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Serves as analytical point person among the core project team, providing valuable input and insight on various client and company research initiatives.
2. Conducts proactive research activities on current client projects using secondary data sources and relevant search engine tools and websites.
3. Collaborates with multiple RMS departments as appropriate in the overall management of client projects.
4. Works with the research team members to complete work for clients to meet deadlines. This requires the ability to participate in multiple market research projects simultaneously. Specific duties could include: conducting direct client communications, running an effective (agenda driven) project kickoff meeting, creating the survey script/guide, programming the script/guide into a survey program, analyzing the data, creating a professional insightful summary report, and delivering the results to the client via an in-person or virtual meeting.
5. Works with the Research Analytics team members to analyze and interpret primary data, identify key findings, and trends.
6. Proactively reviews marketing and market research industry activities, websites, and reports, staying abreast of new trends and competitive activities.
7. Assists in the writing of company blog articles.

MINIMUM POSITION REQUIREMENTS

- Bachelor's Degree required, Master's Degree preferred.
- Minimum of three years' experience leading projects in a market research capacity.
- Maintains a professional and collaborative and cooperative team approach throughout all aspects of work, focusing on the combined contributions.
- Proficient oral and written communication skills expected. Strong attention to detail required.
- Excellent working knowledge of Microsoft Office (specifically advanced knowledge of Excel, Power Point, and Word) software.
- Working knowledge of survey programming software (such as Qualtrics, Remark, SNAP, Survey Monkey, etc.).
- Demonstrated ability to conduct Internet research and interpret data into actionable findings.
- Ability to work independently and follow through on own initiative is essential. Time management and organizational skills are essential to the position.
- Ability to manage multiple projects and prioritize tasks to meet deadlines.
- Ability to work with other members of the RMS team to ensure efficient project management for broad spectrum projects.
- Excellent interpersonal skills and ability to work with diverse groups of people required.
- Advanced statistical analysis experience is preferred.

PHYSICAL REQUIREMENTS

Ambulatory	15%
Sedentary	85%
Computer Work	75%
Travel	minimal

*This position may require access to patient Protected Health Information (PHI) and may also involve access to electronic Protected Health Information (ePHI). Those in this position are required to comply with all final regulations including the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Intentional or inadvertent disclosure of PHI or ePHI violates federal law and can result in termination and/or fines. Additionally, employees in this position are required to notify the Privacy and/or Security Officer of any suspected incidents whereby RMS is not in full compliance with HIPAA. RMS will provide HIPAA training opportunities and venues for the employee to remain abreast of HIPAA requirements.

To apply, please submit a resume, salary requirements and cover letter to the following:

Karina Warren
 Research & Marketing Strategies, Inc.
 15 East Genesee Street, Suite 210
 Baldwinsville, New York 13027

Or via e-mail to: Info@RMSresults.com