



driveresearch

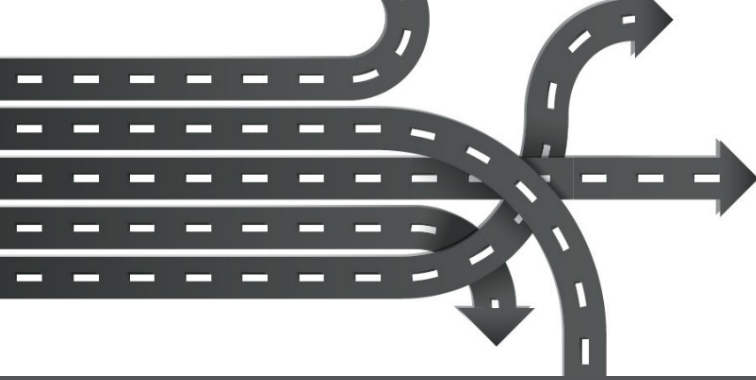
Research Analyst



Summary

Want to work for an exciting new market research company in Central New York? We're growing and we need your help. We're looking for a Research Analyst to join the Drive Research team and become an integral part of our growth story.

You'll be a key cog in the Drive wheel, assisting with all things market research including project management, survey design, data analysis, and reporting. You'll be working directly with our team and helping manage day-to-day work for Drive Research. As a member of our team you'll have your hands in everything, growing your professional skills and working as an "intrapreneur" to grow our company together.



Research Analyst Job Profile

Minimum Position Requirements:

- 2 to 5 years of market research experience.
- Bachelor degree with focus in business administration, marketing, statistics, communications or a related field to market research.
- Knowledge of Microsoft Office: PowerPoint, Excel, and Word.
- Project management, client-facing experience preferred.

Job Duties:

- Work directly with the President and Research Analyst on all projects.
- Communicate with clients on a daily basis via email, phone, and in-person. Manage all aspects of the project including leading meetings.
- Manage day-to-day activities including agendas, project workplans, survey design, programming, survey testing, qualitative research preparation and management, fieldwork quality checks, analysis, coding, and reporting.
- Help construct market research proposals and cost sheets for upcoming projects. The review involves understanding client needs, objectives and transforming insight into appropriate methodologies, approaches, and outcomes.
- Brainstorm, draft, and post articles to the Drive Research blog regularly.
- Help manage Drive Research respondent panel and rewards for participation.
- Other duties as requested (or inspired by your interests).

What's Your Drive?

Tell us when you apply through an email to info@driveresearch.com



What Skills Does a Successful Research Analyst Possess?

- **Highly motivated self-starter.** We are looking for an intrapreneur who shares an entrepreneurial spirit to make an impact at our company, with our clients and in the community. We want a team member who is fueled with a start-up mentality.
- **Detail-oriented.** We want someone who strives for perfection, proofs, and re-proofs their work to ensure quality and correctness.
- **Time management skills.** With your hands in many pots, you'll need to prioritize your work each hour, day, and week.
- **Analysis skills.** A key differentiator for Drive is going beyond the data. We judge ourselves on our ability to deliver game-changing insights quickly. We want someone who is curious and wants to dig deeper into the data.
- **Good communicator.** When it comes to communicating with team members or clients, it's essential to be confident, smart, and knowledgeable about the research.
- **Passionate about market research.** We love our work and our clients, so we want to create a team who shares our passion. We donate a portion of our profits and give back to the community we serve. Be part of our drive.



“Working for something you don’t care about is called stress, but working for something you love is called passion.”

- Simon Sinek, Author of Start With Why

Other Details:

- We are a virtual company and believe in flexibility. We embrace and encourage you to work wherever you are most productive.
- All Research Analysts are equipped with a laptop.
- Competitive entry-level salary.
- Paid holidays, vacation time, and personal time.
- Paid dental and life insurance plans.
- Other benefits available through our professional employer organization (PEO) department (health insurance, retirement plans, etc.)



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