



**drive**research

# **Executive Assistant**

## Job Description

**2025**



**Better data.  
Better decisions.  
Better strategy.**





## Summary

An opening for a part-time employee in a growing market research company with remote flexibility, but must be located in the Syracuse, NY region. The role could grow into a full-time position over time. Work with and be trained by the Founder and President to learn best practices, business development strategy, philosophy, principles, and all aspects of a growing business.



## About Drive Research

Our market research company treats every client project as more than a job. We bring a level of importance to our client's projects that we would bring to our own business. It is what makes us stand apart.

We do things differently than most market research companies. We take pride in helping businesses and making our clients more successful by extracting insights from the data we collect to accelerate business strategy.

We live and breathe the simple strategy of listening to customers wherever possible, and we think all of our clients should, too. We believe in centering our business around client projects by using the data to guide decisions. Nothing is more genuine, actionable, aligned, or beneficial. We love numbers, too. And coffee.



## Position Requirements

- Knowledge of Microsoft Office - PowerPoint, Excel, and Word
- Experience with Quickbooks and AP/AR processes from past organizations
- Ability to work part-time (20 hours per week)
- Based in the Syracuse region
- 2 or 4 year college degree preferred
- Any office management, payroll, Gusto, Bill.com, HR experience preferred



## Desired Skills

- Passionate about helping others
- Responsive
- Motivated by opportunities
- Coachable
- Committed to growth and learning
- Organized
- Takes ownership of work



## Job Duties

This position intends to free up the President's time and systemize practices to help position the company for growth.

### Administrative

- Assist with focus group facility rentals, A/V, client hosting on-site in Syracuse
- Manage onboarding/vendor paperwork for new clients and partners
- Assist with onboarding for new employees
- Manage payroll review and approval with our HR/payroll partner
- Work closely with sales and operations teams to understand invoices and expenses
- Develop a more systematic project number and PO approach for tracking financials
- Manage invoicing and follow-up for client project payments
- Management of our expense platform (bill.com) and approving vendor bill payments
- Assist in sending client thank you letters and gifts
- Assist in any project or bulk mailings for product testing or mail survey studies
- Other administrative and assistant-level tasks for the President
- Other duties as requested (or inspired by your interests)



## Other Details

- **Workplace flexibility:** Our office and focus group facility is located at 6702 Buckley Rd. in Syracuse, yet we offer some remote flexibility for the position. We embrace and encourage you to work wherever you are most productive. We entice our employees to get together in-person with on-site happy hours, parties, and scheduled lunches. Each employee develops their own mix of in-office work versus remote work. However, most staff works remotely from home but there will be in-person requirements as part of this role that are mandatory in Syracuse.
- **Equipment and swag:** Our team members are equipped with a Dell Latitude laptop with a wireless keyboard and mouse and work backpack. It's all part of the killer welcome package you receive during your onboarding and training.

# Our 4 Core Values



## Responsiveness

We eat, sleep, and live market research. To accelerate insights, we prioritize communication. Our team follows-up with clients immediately, pushes the status quo for turnaround time, and creates a new definition for fast. We put in the extra time that other market research firms do not (because we enjoy it).



## Growth

We invest in our employees, our company, our culture, our clients, and the community. We want our staff to grow personally and professionally while also helping our clients' organizations grow. Our give-back program donates a portion of revenues for each project, which also helps grow our community. Everybody wins.



## Perspective

Market research focuses on others' perspectives, opinions, and beliefs. We employ the same strategy with our market research clients. We center our entire business model around you. We walk in your shoes from research design to analysis, through recommendations. We answer your questions before you ask.



## Drive

After all, it is our name. Drive Research is more than just data-driven strategies. Drive relates to our passion for our work, flexibility in our work environment and with client projects, and the impact and ROI our market research generates. We ask more from our market research, you should too. We believe in better.



## Contact us



6702 Buckley Rd Ste 110B  
Syracuse, NY 13212



Careers@DriveResearch.com



DriveResearch.com



888-725-DATA