

**Title: Research Analyst**

**Duration: 6+ Months**

**Job Mode: Remote**

**JD:**

Supports senior research staff on primary and secondary research projects. The Analyst works with the Research Director and Consumer Insights Managers on the design and expectation of research studies, such as developing questionnaires or discussion guides. Assists with survey development, data collection and analyses, client and vendor requests, quality assurance and report writing. Collaborates with management to identify opportunities to streamline consumer insights processes and develop new procedures that support the business unit/department.

- Develops and writes small-scale surveys, screeners, and interview guides.
- Manages vendor deliverables: maintains and updates research files, quality checks vendor deliverables, tracks and monitors client and vendor deliverables
- Conducts statistical analyses using SPSS and other packages
- Creates reports and presentations, including chart/table creation, using Excel and PowerPoint
- Assures the quality of research reports by verifying accuracy of data by cross-referencing
- Compiles, synthesizes, and analyses secondary research collected from syndicated sources to share internally
- Collaborates with peers across the research team on timely ad hoc data requests and contribute to fast-moving projects as needed.
- 2-5 years' experience
- Bachelors required, Masters preferred in Social Science or related fields
- Fully Remote, working EST hours

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