



driveresearch

Research Assistant

Job Description

2024



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





Job Summary

We're looking for a Research Assistant to join the Drive Research team to become a key player to drive our growth higher. You'll be assisting with all things market research including project management, survey design, data collection, analysis, and reporting. You'll be working directly with our team and our clients managing priority tasks for Drive Research. You'll have your hands in everything, growing your professional skills and working as an "intrapreneur" to grow our company together.



Job Responsibilities

- Work directly with the Research Director and Research Analysts on all projects.
- Assist with aspects of research projects including agendas, project workplans, survey design, programming, survey testing, qualitative research preparation and management, fieldwork quality checks, analysis, coding, and reporting.
- 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).



Minimum Position Requirements

- 0 to 2 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.
- Preference for those with interest and exposure to quantitative research.



Necessary Skills

- Highly motivated self-starter fueled with a start-up mentality.
- Detail-oriented and someone who strives for perfection.
- Time management skills using lists to prioritize and tackle multiple priorities.
- Analysis skills with a curiosity to dig deeper into results to provide insights.
- Good communicator using confidence and knowledge while being flexible.
- Client-first mentality centering decisions around the best interest of our clients.
- Appreciates autonomy in his/her work and takes ownership of projects.
- Passion for market research and someone who loves the process and the work.



Other Details

- **Workplace flexibility:** Our office and focus group facility is located at 6702 Buckley Rd. in Syracuse, yet we offer full remote flexibility for the position. We embrace and encourage you to work wherever you are most productive. Success is based on what you do, not where you do it. Before and after COVID, employees were and will be encouraged to work at the office. We entice our employees to get together in person with on-site happy hours, Nintendo, ping pong, and a slew of snacks at the office. Each employee develops their own mix of in-office work versus remote work with some working fully remote in other states.
- **Extensive paid holidays:** Drive Research is closed on the following holidays (many of which your friends will be jealous of): New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day/Indigenous Peoples' Day, Veterans Day, Thanksgiving Day and Black Friday, and Christmas Day (December).
- **No policy for vacation or time off:** You take the time you need when you need it. We are flexible with your schedule, and we expect you to take full ownership of your work and your deadlines. It's a true give-and-take employee-to-company relationship, and we all put a lot of trust in each other to step up when needed and kick up and relax to take that time back when you can.
- **Competitive salary, bonus, and benefits.** In addition to your salary, you will receive a bonus at year-end based on your attainment of business development goals, company success, and your productivity. A quarterly commission program is also available for your role in sales calls and business development. Drive Research offers healthcare benefits with a contribution to your plan through our PEO. A Simple IRA plan is offered after 1-year of employment with a 3% company match. We also provide paid dental and life insurance plans.
- **Equipment and swag:** Our team members are equipped with a Dell Latitude laptop with a wireless keyboard and mouse and a work backpack. It's all part of the killer welcome package you receive during your onboarding and training.



We work with the best clients at our market research company. *No really, we do.* The portfolio of clients for Drive Research includes companies and organizations across the country, and throughout the world. Our market research company has fueled better customer experiences for some of the most renowned and prominent organizations. The custom-built market research at Drive Research has educated our clients to help them better profile customers, understand buyer motivations, determine drivers to loyalty, and improve their marketing campaigns' ROI.



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.