Background

Shugoll Research is one of the nation's top research firms and has been in business for over 50 years. Shugoll Research conducts qualitative and quantitative marketing research for major corporations, non-profits, and government agencies. We are a team of dedicated professionals that provide the highest quality marketing research services available anywhere in the world.

Shugoll Research is seeking a Research Associate to manage the logistics of our qualitative and quantitative studies.

Core Job Responsibilities

- Coordination of qualitative and quantitative studies, including: preparation of interviewer instructions, conducting supervisor and interviewer briefings, reviewing field work updates, and checking and validating data collection

- Coding open ended data from quantitative studies

- Drafting data tabulation plans and checking data tabs

- Creating graphs in PowerPoint and Word from large data sets

- Proofing, editing and formatting large report documents in MS Word and PowerPoint

- Drafting and formatting survey instruments

- Supporting project managers during all phases of the project cycle

- Conducting in-depth telephone interviews with professionals and executives

- Managing relationships with suppliers/vendors and ensuring accurate and timely delivery of services

Qualifications

- Bachelor's degree required

- Advanced skills in MS PowerPoint 2007 and Word 2007 and at least moderate experience with MS Excel 2007

- Comfortable working under tight deadlines and in a fast-paced environment

- Experience working in a professional office environment

- Highly organized

- Good communication skills

- Good writing and proofreading skills

- All-around team player willing to pitch in at every level

- Knowledge of market research a plus

This position is full-time and includes benefits. Salary commensurate with experience. Company located one block from Bethesda Metro. Please email your resume and cover letter to Cara Shugoll at **cshugoll@shugollresearch.com**. Please include Research Associate in the subject line.