



OPPORTUNITY: PROJECT DIRECTOR IN TRAINING

We are currently seeking a talented, self-assured **Project Director in Training** to join our Westport, CT office. This fast-paced role will allow the candidate to experience all facets of our research methodology, practice and product creation while on an accelerated path to becoming a Project Director.

PRIMARY RESPONSIBILITIES (FIRST THREE MONTHS):

- Shadow individual Project Directors to become fully immersed in project lifecycle
- Perform data quality control
- Edit interview transcripts
- Analyze and code respondent responses to our surveys
- Database/sample maintenance
- Create client presentations and reports
- Finalize client deliverables (presentations, reports, crosstabs, transcripts)
- Perform other duties as assigned

PRIMARY RESPONSIBILITIES FOR PROJECT DIRECTOR:

- Act as primary liaison between Rivel and clients for duration of projects assigned
- Develop questionnaires
- Aid in sample creation
- Analyze and code respondent responses to our surveys
- Edit interview transcripts
- Create client presentations and reports
- Write executive summaries
- Finalize client deliverables (presentations, reports, crosstabs, transcripts)
- Ensure all deadlines on projects assigned are met
- Perform other duties as assigned

REQUIREMENTS:

- Bachelor's degree
- Minimum two years Market Research experience (Finance experience/coursework a plus)
- Excellent written and verbal communication skills
- Strong attention to detail and accuracy a must
- Ability to handle multiple assignments and changing priorities
- Highly-motivated, self-starter, quick learner
- Analytical and a team player
- Advanced proficiency with Microsoft Office

Rivel Research Group is the premiere niche marketing research company focused solely on providing strategic investment community marketing to publicly traded companies.

Founded in 1991, Rivel is recognized as the leader in objective, unbiased research that utilizes a mix of quantitative and qualitative data as the basis for its C-suite/Board level consulting.

Our rapidly growing client list includes some of the largest publicly traded companies in the world in a wide variety of industries.

CONTACT:

Please email a resume accompanied by a cover letter to [Mike Kolakowski](#)

Click [here](#) for more info on Rivel

No phone calls please

