

Job Description

Job Title:	Director of Analytics
Department:	Analytics

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position requires substantial experience and expertise with developing written deliverables for market research studies. These deliverables are expected to concisely address key research objectives as well as provide synthesis and strategic insight. 80% of this position is devoted to the analytical efforts associated with developing these written deliverables. The remainder of the time is devoted process improvement and administration. Specific activities include the development of analytical plans that map questionnaire data to charts for report appendices, quality control over the development of data tabulation reports and report appendices, and the development of story boards, which summarized key results, present key findings for each research objective, and articulate the implications of the research. Experience with all aspects of the market research process, from proposals to final deliverable, is required.

QUALIFICATIONS

Expert with MS Office

EDUCATION and/or EXPERIENCE

Advanced degree is desirable but not required. 5-7 years market Research experience, preferably in the pharmaceutical industry.

LANGUAGE SKILLS

English is required. Bilingual or Multilingual is desirable.

MATHEMATICAL SKILLS

Excel proficiency and above average skills.

TRAVEL

Travel is a part of this job. Travel is typically in the United States but may involve overseas on occasion. Planning travel in a cost effective manner and ensuring timely arrival at all destinations is vital. A valid driver's license is required for this job. A current passport is necessary.

REASONING ABILITY

Well above average. Analytical skills should reflect advanced degree.

PHYSICAL DEMANDS - while performing the duties of this job

Ability to traverse a variety of surfaces including stairs. Moving about confined locations, some with multiple levels, in low light conditions. Writing on blackboards, whiteboards, flip charts and other similar surfaces in a legible manner. Typing work related documents. Auditory acuity sufficient to understand respondents even when they naturally speak in a soft voice or there are multiple people speaking at the same time. Ability to listen to audiotapes and retrieve study information is also part of this job. Visual acuity sufficient to travel and locate unfamiliar settings. Ability to sit in a chair for periods in excess of two hours.