

Position Description

Job Title:	Associate, Data Analytics and Reporting
Department:	Client Services
Reports to:	Manager, Client Services
Exempt/ Non-Exempt:	Exempt

General Overview:

This entry-level position has responsibilities in executing the day-to-day duties of Primary Market Research. Along with other members of our research team, you will help with project delivery across a variety of life sciences companies utilizing insights generated from key stakeholder groups including physicians, patients, payers, pharmacists, and other healthcare professionals.

Principal Duties and Responsibilities:

- Create custom insights reports using SHC's technology tools and implementing industry best practices for data visualization in PowerPoint
- Collaborate with internal and external stakeholders to ensure report deliverables clearly represent research findings and client needs
- Analyze and synthesize research findings into clear and compelling client-ready reports
- Independently deliver three to five client-ready custom reports in a typical week
- Meet fast-turn deliverable deadlines to support SHC's rapid research offerings; expected report turnaround time from start to finish between 1-3 business days
- Leverage software tools for data analysis, slide creation, project management, and cross-team communications

Qualifications:

Educational / Technical

- Bachelor's degree in social sciences or life sciences; focus on statistics and data analytics a plus
- Must be a technophile
- Highly proficient in Microsoft Office tools including Excel and PowerPoint (Mac skills a plus)

Required Skills:

- Impeccable attention to detail
- Proactive problem-solving abilities
- Strong analytical mindset
- Effective oral and written communication skills
- Ability to work effectively both independently and as part of a team
- Organizational skills and ability to multitask in a fast-paced environment
- Familiarity with commonly used market research techniques/analysis (Van Westendorp pricing analysis, MaxDiff analysis, etc.)

