



Greenwald & Associates is a leading full-service market research firm with unique focus on the financial services, employee benefits & healthcare industries. We take pride in our reputation for extensive research knowledge, industry expertise, and commitment to serving the needs of our clients.

We take care of our employees by providing a competitive salary and benefits package, the occasional work from home day, paid holidays and generous vacation balances to ensure you can maintain a great work-life balance. Between our catered lunches, employee team building activities and training opportunities in and out of the office, we invest in our people. While we are serious at what we do, we have a relaxed atmosphere when it comes to interacting with executives and our daily dress code.

Research Assistant

Greenwald & Associates has an opening for an entry-level Research Assistant. Assistants work directly with project directors to manage the day-to-day activities associated with qualitative and quantitative research projects by designing and executing research studies, analyzing data and delivering actionable results to clients. Quality control and attention to detail are paramount in this role. Greenwald has a long history of growing its entry-level researchers into seasoned research directors.

Responsibilities

- Create graphs, charts and tables for research reports that display all relevant data in a visually compelling format
- Format and edit questionnaires, reports, and presentations
- Quality control, checking numbers and text in a variety of client deliverables and testing programming logic of online questionnaires
- Coordinate focus group and in-depth interview research projects, including writing screening questionnaires, liaising with focus group facilities and interview recruiters, and helping to organize qualitative data for analysis
- Provide regular updates to project directors and clients on project progress
- Code verbatim responses to open-ended questions and pull representative quotes to add value to reports
- Work with client sample/lists in Excel for the purposes of sending survey invitations or invitations to participate in qualitative research
- May assist with report writing, including writing slide headers and findings among sub-groups of the population
- Assist with other project work as needed

*Please send cover letters and resumes to reginaexon@greenwaldresearch.com
or call (202) 686-0300 for more information.*



Competencies

- Acute attention to detail
- Team player
- Highly organized
- Self starter
- Ambitious
- Understanding of qualitative and quantitative research processes
- Proactive communication
- Creative problem solving
- Motivated
- Passionate

Desired Experience

- Bachelor's degree required
- College-level coursework in research methods and/or statistics strongly preferred
- Strong knowledge of PowerPoint graphics and formatting required
- Experience working with data in Excel and SPSS (or similar program) preferred
- Experience planning events or meetings or focus groups a plus

Greenwald & Associates is an Equal Employment Opportunity employer valuing diversity and what it brings to the workplace. All qualified applicants regardless of race, color, religion, gender, sexual orientation, marital status, gender identity or expression, national origin, genetics, age, disability status, protected veteran status, or any other characteristic protected by applicable law are encouraged to apply.

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