SMITH GEIGER GROUP

Data Visualization Associate | *Westlake Village, CA*

Job Type:	Full Time	Office Location:	Westlake Village, CA (currently remote)
Experience:	1 – 3 years	Education:	Bachelor's Degree
Salary:	Competitive, depending on experience	Travel:	None

Job and Company Description:

SmithGeiger delivers unparalleled research and insights that build audiences, inspire consumers, and evolve brands. We provide ongoing service for many of the most recognized companies in finance, consumer technology, and multimedia, including 100+ television stations and virtually all of the biggest names in broadcast, cable, and satellite.

This position supports both qualitative and quantitative research and consulting services for all of our clients, with and emphasis on data visualization and infographics. Example projects include national and local-market studies for cable channels, broadcast networks, technology companies, gaming companies, major internet companies and local television stations; pilot testing and program maintenance studies for TV shows and newscasts; focus groups and online qualitative communities; and more.

We are seeking unique, talented people who combine research skills with an ability to convey complex concepts to business leaders. This is a full-time salaried position which offers full medical, dental and vision insurance as well as a generous profit sharing 401K option.

Our office is located in Westlake Village, CA. We are currently working remotely and open to exploring flexible work options with plans to eventually return to the office in some capacity.

Job Responsibilities:

- Convert research results into innovative and engaging presentations by analyzing data in SPSS and Excel
- Build customized templates, graphics, and reports in PowerPoint and other visualization software
- Communicate with project managers to develop reports that clearly illustrate research findings
- Manage multiple projects and deadlines
- Proofread and clean open-ended survey responses
- Review responses from qualitative research (focus groups, interviews, online communities, etc.) and create reports that that highlight key insights
- Analyze dial response data from pilot and program tests for TV shows and newscasts
- Assist in quality control of research documents, such as checking logic patterns and overall quality in questionnaires, or checking data, text, and formatting in final presentations and Excel reports
- Support management of company's social media presence

Job Requirements:

- Bachelor's Degree
- Proficiency with Microsoft Excel, PowerPoint, and Word
- Detail-oriented with an analytical and logical mind-set
- A curiosity for extracting meaningful insights from data
- A sense of creativity with the ability to judge good formatting and develop unique ways of presenting data
- Comfortable with and interested in working with numbers and large datasets
- The ability and drive to readily learn new software and further improve skills
- Willing to be flexible with work schedule when necessary to meet deadlines
- Must work well in a team environment
- Ability to take on leadership roles and be a self-starter
- Strong organizational and communication skills (written/verbal/professional)
- Able to maintain good time management while prioritizing and delivering against multiple deadlines

Preferred Qualifications:

- A background in market research, communications, business, psychology, statistics, or other related fields is encouraged
- Research experience, whether through class projects or previous employment
- Knowledge or understanding of statistics, especially experience with SPSS
- Familiar with graphic software, such as Photoshop, and experience in designing infographics
- Interest in news, entertainment, or media