



Research Quality Analyst | *Westlake Village, CA*

Job Type:	Full-time, entry level	Travel:	None
Experience:	1 – 3 years	Education:	B.S./B.A.
Salary:	Competitive, depending on experience		

Job Description:

SmithGeiger LLC is a fast-growing market research and consulting firm serving all facets of the media industry. Our clients include a Who's Who of broadcast networks, cable networks, major studios, local television stations, distribution and production companies, program syndicators, technology companies and internet companies. Our clients rely on us for strategic research and on-going counsel to provide insights that allow them to meet their business objectives.

Do you have an eye for the details and are you able to spot problems and errors quickly? Does telling compelling data-driven stories get you excited? Well, this one is right up your alley then! This position is responsible for proofreading and checking our internal documents, reports and ensuring we have things buttoned up.

This position supports research and consulting services for all of our clients, with emphasis on quality control and proofreading our research deliverables. Daily tasks in this position will include checking complex data, text, and formatting in Excel, Word, and PowerPoint documents, as well as logic patterns in research surveys. The ideal candidate will have excellent computer skills, be extremely detail-oriented and be comfortable working with both numbers and identifying grammatical errors.

Responsibilities:

- Check data, text, and formatting in marketing research deliverables, including PowerPoint presentations and Excel reports
- Proofread research documents for logic patterns and overall quality (including grammar, spelling, formatting, etc.)
- Assist in checking surveys before they “go live” for grammar, logic, and functionality
- Work with Research Analysts and other production team members to clearly communicate errors, potential improvements and overall quality issues
- Multi-task between a number of different projects while still meeting deadlines
- Assist with basic project management duties

Requirements:

- Extremely detail-oriented, analytical in nature
- Excellent computer skills, must be proficient with Microsoft Excel, PowerPoint, and Word
- Very comfortable working with numbers
- Strong proofreading skills
- Self-motivated and able to meet deadlines
- The ability and drive to learn new software and further improve skills
- Flexible with work schedule when required to meet project deadlines

Educational Requirements:

- Bachelor's Degree
- Math/statistical backgrounds and/or English and writing backgrounds are encouraged
- We are accepting applications of recent graduates

Other Considerations:

- Knowledge or understanding of statistics is a plus, especially experience with SPSS or other stats package
- Interest in news, sports, entertainment and media is a plus
- Our office is in Westlake Village, near Thousand Oaks, 40 miles northwest of Los Angeles

Please submit resume and cover letter to: careers@smithgeiger.com

Cover letters are required, you will not be considered for an interview without a cover letter.