

CAREER OPPORTUNITY

PROJECT MANAGER of RESEARCH & ANALYTICS

Office Location | Cambridge

Reputation Institute's RepTrak® methodology is the gold standard in the science of reputation. Reputation Institute helps global companies unlock the power of their reputations for competitive advantage. Reputation Institute has conducted research over the last 15 years on 7,000 companies across 40 countries developing the largest global normative database in the world on reputation management, KPI's, benchmarks, metrics and best practices.

Reputation Institute's research is considered the global authoritative source for Corporate Reputation Management and Stakeholder Measurement by the world's leading companies and media. Our research is routinely featured in nearly every relevant trade publication, including The Economist, Forbes, Fortune, Time, Bloomberg, Information Week, Industry Week, Business Week, The Financial Times, Washington Post, NY Times and the Wall Street Journal. Our analysts frequently appear on media outlets such as NPR, CNBC, FOX Business News, BBC, Sky News, CNN and a multitude of industry webcasts.

PROJECT MANAGER of RESEARCH & ANALYTICS

Specifically, the Project Manager is responsible for:

- Supporting the Advisory team. Many projects are based on our standardized methods for reputational management.
- The person will be heavily involved in client deliveries and collaborate with Business Development and Advisory teams
- Manage research projects
- Work with Advisory team and clients to identify research needs, leverage learning from existing research, design studies, construct questionnaires & qualitative interviews
- Manage relations with research partners
- Be the first level of reference in regards questions related to market research
- Plan resources for research deliveries within the context of the Research & Analytics team
- Support the Business Development team with relevant material (pricing, pitches, data, etc.)

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- This individual should ideally have some course work in statistical analyses and experience with statistical software tools such as SPSS.

PROFESSIONAL QUALIFICATIONS:

- University degree is required, degree in social sciences, marketing or marketing statistics preferred
- Strong knowledge of Excel and PowerPoint
- Experience within market research
- Experience with managing projects
- Excellent analytical capabilities
- Fluent in English is a must, knowledge of any additional language is regarded as advantage

PERSONAL SKILLS:

- Strong communication and relationship building skills
- Ability to interact positively with international clients
- Attention to details is a must
- Strong time manager and self-motivated
- Ability to keep focus during continuous repetitive work

COMPENSATION PACKAGE:

The Research & Analytics Project Manager role includes a compelling compensation package including a competitive salary, quarterly bonuses for activity and new logo deal volume along with an attractive sales commission plan for new logo sales bookings. In addition, RI offers a full benefits program.

Reputation Institute is committed to diversity in the workplace and is an Equal Opportunity Employer

Please address all cover letters and resumes to
Tammy Olsen tolsen@reputationinstitute.com


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Hear what our clients and team say about RI

RI is the best place to grow as a professional. We work hard and we have fun doing it. Simply put, we are the Gold Standard of reputation management. Our Founders literally wrote the book on it and our clients sing our praises.

What organizations say about RI!

"Our CEO now utilizes quarterly general-public reputation measures in 15 countries consolidated into a single dashboard to report to our Board. Reputation Institute's framework has helped us understand our stakeholders."

 Chief Marketing Officer,
MasterCard Worldwide


RepTrak®
Trust

"To be ranked among the most reputable companies is a great honor, and a reflection of what our 325,000 team members strive to deliver every day."

 SVP Integrated Marketing
and Communications, FedEx

Expertise
Honest Integrity

"We believe the survey is a great way to measure how we perform as a company and we remain dedicated to continue to live up to the expectations children, parents and other stakeholders have on us."

 President and CEO,
The LEGO Group

Global
RLN

"A large part of Levi Strauss & Co.'s successful 162-year history is our commitment to quality apparel that never goes out of style and an unrelenting focus on innovation."

 President and Chief
Executive Officer,
Levi Strauss & Co.

Teamwork
Advisor

"We believe reputation is built on our commitment to customers to provide quality, innovative products and back them with integrity."

 Director, Global Public
Relations, John Deere

"Bacardi strives for continuous progress and improvements in everything we do. It's very rewarding to see that we are making real strides in corporate governance, innovation, reputation and overall citizenship with others around the world taking notice. A three-point jump in just one year to the number 90 spot in the Global RepTrak 100 rankings is extremely satisfying."

 **BACARDÍ**
CEO, Bacardi Limited

What our team says about RI

"To me, RI is an opportunity to create a legacy in reputation measurement and management. The chance to do great work, be great, and expand upon our reputation as the gold standard in our field of reputation."

"We share the same financial goals – and we show each other the respect deserved. We have a spirit of we win together. No one person can claim all the success and no one person takes all the blame."

"One RI is a mindset, a way of working, and a collective goal. Globally we need to unite around a common purpose and to collectively work towards the same outcome."

ONE



"It means transparency, collaboration and partnership across offices and departments."

"A better system of communication and transparency. I do know that geographical distance presents an issue, but I do believe that it will be of high value if we learn more about the people in different offices."

"I recently joined RI and from my vantage point One RI means that although we are dispersed throughout the globe we share a single vision."