



## Company Overview

We are Bovitz, Inc., a market research and strategy firm that puts people at the center of design, innovation, and growth. We believe in the value that companies of all shapes and sizes can bring to people's lives, and it matters to us that they actually do it. As a company, our mission is to give real people a voice so powerful that their stories change the course of business decisions. So, we go out and talk to real people about what they need and want, and then show companies what to do with that. Simply put, we're in the business of improving people's lives.

Bovitz was founded as a custom research agency in 2003, grounded in academic rigor & deep client-side experience. We now have a multi-disciplinary team of 30 full-time employees, including leaders in Market Research, Anthropology, Brand Strategy, Cognitive Science, Business Consulting, and Design. Our offices are located in Los Angeles and New York. Please visit [www.bovitzinc.com](http://www.bovitzinc.com) to learn more about the type of work we do, our culture, and our clients.

## Research Assistant Job Description

Bovitz, Inc. is looking to hire a Research Assistant to work as a part of our New York team. Research Assistants work within a team to provide quality marketing research to Fortune 500 clients in various industries including Consumer Packaged Goods, Retail, Financial Services, Healthcare, Technology, and Apparel.

Core responsibilities include:

- managing project timeline and logistics
- contributing to the questionnaire process and discussion guide
- managing data collection and recruitment
- executing quality checks for electronic surveys
- designing/checking data tabulations
- watching video content and extracting material, and
- designing/creating reports for the presentation of results.
- This is a data intensive job, so a love of numbers is a must!

Successful candidates will possess:

- Four-year college degree in related major (marketing, business, sociology, psychology, political science, economics or statistics)
- Strong organizational and time management/prioritization skills
- Ability to multi-task while maintaining strong attention to detail
- Ability to work in creative and analytical environments
- Clear, concise communication skills, in both written and oral form
- High proficiency with Microsoft PowerPoint, Word, and Excel
- Proficiency with SPSS is a bonus
- Ability to edit video is a bonus

It is crucial that the Research Assistant should embody the principles of the Bovitz brand from day one:

- Being honest – You know how to decipher truth from the research you're conducting and are able to advocate on behalf of the truth in your analysis and recommendations to the client.

- Being empathetic – You are able to see a situation from all sides, whether it be a consumer making a product decision, an employee that’s learning a new skill, or a client that’s facing a difficult stakeholder.
- Being daring – You believe that research is an active tool in helping to enrich the lives of people, and as such, are not willing to hold back something that will clearly benefit them. After all, good people decisions are good business decisions.
- Being all-in – You demonstrate a love and energy behind your craft and more importantly, you believe in our movement, which is that people need to hold the power in shaping business decisions.

### **What We Offer**

Bovitz recognizes that employees are our most important asset. The competitive compensation package and broad range of benefits extended to our employees directly reflects the value placed on their importance to our success. The compensation package includes:

- Competitive salary
- 401(k)
- Merit-based bonuses

### **Employee Benefits Include**

- We offer 100% medical/dental coverage on many PPO plans
- Paid vacation (two weeks annually)
- A generous holiday schedule, including three summer days and the week between Christmas and New Year’s Day
- Work-at-home Fridays
- Numerous company sponsored events and activities

From happy hours to Mario Kart tournaments, we pride ourselves on being a great place not only to work, but also to grow and thrive personally and professionally.

### **Next Steps**

If Bovitz sounds like a place you would enjoy coming to work every day, consider joining our team. Submit a cover letter tailored to Bovitz and the position for which you’re applying along with your resume to [careers@bovitzinc.com](mailto:careers@bovitzinc.com). Please visit us at [www.bovitzinc.com](http://www.bovitzinc.com) to learn more.