

Promotional Assistant – Informa Research Services, Calabasas, CA

Informa Research Services is seeking a **Promotional Assistant** to join its team in **Calabasas, CA**. Are you interested in the market research industry? We are one of the top 50 market research companies in the U.S. and we specialize in the retail financial services industry. This position updates in a timely and accurate manner deposit rate data generated from the deposit department. Along with validating and correcting various deposit rate related audits. Previous data-entry experience along with intermediate computer skills using excel, word, access, outlook and the internet a plus.

Job Description

The Promotional Assistant will report directly to the Quality Control Supervisor as well as take direction from the Director of Commercial ECA & Deposit Research. They will update in a timely and accurate manner any administration or data-entry work generated from the deposit department. They are also responsible for checking newspaper ads and attaching them to the correct DSW product as well as validating and correcting DSW and/or Microsoft Access audits.

Key Responsibilities

- Coordinate daily workflow required for the day with Quality Control Supervisor and/or Promotional Assistant to ensure work gets completed in a timely manner.
- Update admin and data-entry work generated from the deposit department.
- Adding and inactivating products & institutions from DSW system.
- Assigning advertisements from the DSW system and attaching them to a particular institution and appropriate product(s).
- Checking and updating failed electronic ads in failed folder.
- Checking, entering information, and updating newspaper audit program.
- Generating management audit reports in DSW and Microsoft Access, reviewing and passing out to the appropriate individuals.
- Clip assigned electronic newspaper ads.
- Trouble shoot issues teams have with electronic ads.
- Using the Informatrix system – importing financial institutions products enabling their rates to be updated directly into the DSW system. Mapping, troubleshooting, & updating directions for teams. Creating, modifying, or inactivating institutions or regions from Informatrix.
- Look over completed DSW audits from each team for accuracy.

Additional Tasks

- Newspaper price report – update notes, call information, and trouble shoots bill discrepancies.
- Novantas Report – update and troubleshoot.
- Make appropriate data-entry updates to DSW call sheets.
- Enter, update or check back Earnings Credit data.
- Help out with occasional projects.
- Help out other departments when necessary.
- Extensive interaction with internal and external sources, i.e. employees, managers, Informa clients and financial institutions.
- Professional communication with customers and employees.

Key Qualifications

- Intermediate computer skills: Excel, Word, Access, Outlook and Internet.

- 1-2 years of previous data-entry experience
- Must be detail oriented and organized.
- Excellent verbal and written communications skills.
- Excellent interpersonal skills.
- Bank product knowledge a plus.
- High School diploma required.
- Excel in deadline oriented environment.
- Multi-tasking
- 45 WPM entering numeric and text data.

Physical Demands

- Frequently requires sitting, standing, walking, listening, and communicating on the phone and in-person; ability to see information in print and/or electronically, and write for extended periods of time; frequently handling objects and reaching with hands and arms.
- May occasionally lift and/or move up to five pounds.

To apply for this opportunity, please send your resume and a cover letter and salary expectations [APPLY HERE](#)

About Informa

Informa's Business Intelligence (BI) division provides specialist data, intelligence and insight to our customers, helping them make better decisions, gain competitive advantage and enhance return on investment.

BI has a valuable portfolio of digital subscription products, providing business critical intelligence to global, regional and niche communities within five core industry sectors: Pharma & Healthcare; Finance; Telecoms, Media & Technology; Maritime & Law and Agribusiness & Commodities.

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