

Jr. Research Assistant (Temp) – Informa Research Services, Calabasas, CA

Informa Research Services in Calabasas, CA is seeking a **Part-Time Temporary Junior Research Assistant**. 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 is responsible for gathering and researching in a timely and accurate manner interest rate information from financial institutions. This person is responsible for updating rates on average of sixty financial institutions within the team's markets per day. The Researcher is also responsible for doing new research, checking audits and providing support for all operations within the team. This role will Reports directly to the Client Relationship Supervisor as well as the Assistant Client Relationship Supervisor.

Job Purpose

To gather and research in a timely and accurate manner interest rate information from financial institutions. This person is responsible for updating rates on average of sixty financial institutions within the team's markets per day. The Researcher is also responsible for doing new research, checking audits and providing support for all operations within the team. They will be gathering and researching interest rate information for financial institutions in an accurate and timely fashion.

Key Responsibilities

- Update interest rate information on all financial institutions assigned for the day.
- Make appropriate updates to all necessary call sheets. (i.e. phone numbers, websites, notes and contact information)
- Make appropriate changes to financial institution information (i.e. product name changes, tier changes, mergers, and adding/deleting products).
- Check back worksheets carefully, accurately and on schedule or on time.
- Make sure all call-sheets, faxes, e-mails, and web sites are filed away by the end of the day.
- Assist the Client Relationship Supervisor in keeping custom reports up-to-date in regards to institution changes, product introductions, product deletions, and new research.
- Have audits checked daily and report the corrections to Assistant Client Relationship Supervisors
- Newspaper Ads – electronically clipping newspaper ads daily and in a timely fashion
- Website Banners – electronically clipping promoted products from institutions' websites on time

Additional Duties

- Research projects. Gather all pertinent information for the research project (i.e. product names, compounding, etc.)
- Provide back up on rate and product updates for other members of the teams, as well as, other departments.
- Help other departments when necessary on special projects.
- Extensive interaction with internal and external sources, (i.e., employees, managers, Informa clients, and financial institutions) to gather information.
- Professional communications externally and internally.

Key Qualifications

- High school diploma required
- Computer skills: MS Excel, MSWord, Outlook, and Internet
- Must be detail oriented and organized

- Bank product knowledge preferred
- 6 months telephone customer service experience
- Excellent verbal and written communication skills
- Excel in a deadline oriented environment
- Ability to Multi-task

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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