

**Job Title:** Associate Research Manager

**Company Information:**

KL Communications is a fast-growing market research firm driven by innovation and dedicated to building and maintaining Market Research Online Co-Creation Communities. We conduct qualitative research through our proprietary CrowdWeaving platform in conjunction with ideation sessions, collaborative studies, and quantitative methods, to help our clients create and bring to market new products and services.

**Job Description:**

The Associate Research Manager would support the Community Management team with the daily administration of multiple online co-creation communities, including administering and monitoring content, administering surveys, and data and member management.

Job responsibilities include but are not limited to:

- Maintain and update member databases across all active research communities
- Monitor community email accounts and respond to member inquiries
- Draft and send out weekly eLetters to members across all active communities
- Post weekly content updates
- Participate in community postings, as yourself and avatars, to generate discussion and engage members
- Survey planning and design
- Data tabulation programming
- Support member recruitment and retention efforts, and community refreshment processes
- Manage technical community administration tasks such as workspace setup, permissions, incentive administration, and content publishing.
- Generate reports when necessary

**Job Requirements:**

- 1-2 years relevant market research experience (includes college-level coursework)
- Experience interacting in online community tools such as blogs, social news, video/photo sharing, social networking applications, widgets/gadgets, viral marketing campaigns, user-generated content and podcasts
- Strong writing and verbal communication skills
- Excellent and proven project management and time management skills, ability to set priorities and manage expectations
- Strong analytic skills and instincts, with excellent attention to detail
- Works effectively individually or in teams
- Takes initiative, is self motivated
- Tech savvy, knowledge of HTML a plus
- Proficiency in MS Office (Excel, Word, and PowerPoint)
- Knowledge of qualitative and/or quantitative research methods, database management a plus

**Job Benefits:**

- ✓ Competitive salary commensurate with experience
- ✓ Benefits
- ✓ Opportunity to work with driven, talented professionals and exceptional clients
- ✓ Contribute and share in the success and innovation of a small but growing company

**If you are interested:**

Please send a cover letter with your resume to [resumes@klcommunications.com](mailto:resumes@klcommunications.com), attn: Lisa.

Please note that due to the high volume of applications received only short-listed candidates will be contacted. We thank you for your interest in KL Communications, Inc. and encourage you to constantly check our website for a list of all current opportunities.