

Branch Office Research Analyst/Assistant

Posting Code: DC125 (Washington, DC)
UK142 (London)
IT143 (Rome)
CH140 (Chicago, IL)
BC141 (Vancouver, BC)

Overview

ERI specializes in outsourcing of compensation and benefit research and now serves over 10,000 corporate subscribers via its **Assessor Series** products, **ERI Salary Surveys**, and online offerings. Subscribers include most Fortune 500 companies, the IRS, state AG Offices, and most major consulting firms. ERI's research databases and products are used by subject matter experts for business planning and analyses (Professional editions) and by expert witnesses and consultants, often for matters related to litigation (Consultant editions). "Clicking" on a dot and retrieving source survey documents and assessing data rates of error are what make aERle (all ERI entities) products unique.

Research

Position Title: Branch Office Research Analyst/Assistant	Incumbent Open
Reporting to: Office Managing Director	Location: Washington, DC, London, Rome, Chicago, Vancouver, BC

Primary Job Duty:

- ❑ Assists in creating subscriptions for country specific products (Assessor Series, ERI Salary Surveys, and PAQ Salary Planning) by fielding questions regarding competitive compensation, work measure, and salary survey issues, guiding potential subscribers to the right research, survey, or data product for their need(s) working under the direction of the ERI Office Managing Director.

Other Job Duties:

- ❑ Participates in data gathering and data research with a focus on local area or country demographics.
- ❑ Answers multi-line phone system and assists present and prospective subscribers, referring difficult calls to specific Product/Research Managers in other offices as required.
- ❑ Parses out calls that require forwarding to research & development managers for initiatives such as the eDOT Skills Project, ALAS, ERI Salary Surveys, Global Salary Calculator, talent management, salary planning, benefit surveys, and other related ERI Assessor Series products.
- ❑ Takes orders from new subscribers.
- ❑ Provides prospective subscribers with product information, explains the wide range of research products available, and matches subscriber needs to ERI products.
- ❑ Maintains subscriber records by updating/forwarding correct account information to Order Entry Supervisor.
- ❑ Trains subscribers in use of data, including potential government office users of the Occupation Assessor and eDOT Skills Project along with other Assessor Series products.

Other Responsibilities:

- ❑ Prepares marketing/sales/call/description progress report spreadsheets.
- ❑ Light administrative duties including maintaining online timesheets.
- ❑ Completes tasks assigned and works under the direction of the Office Managing Director

Skills:

- ❑ Excellent telephone communications skills needed.
- ❑ Proficiency in Word, PageMaker, vEdit, Outlook, and/or Excel desirable.
- ❑ Excellent writing and keyboard skills required.

Qualifications:

- ❑ Minimum 2 years experience in an office environment.

- ❑ Proficiency in Windows computer environment required.
- ❑ Human Resource/compensation experience highly preferred.
- ❑ CCP or college degree in management is huge advantage.
- ❑ Detail oriented with a focus on accuracy.
- ❑ Enthusiastic team player, but also capable of working independently.

Site/Time:

- ❑ Monday through Friday in local office (Washington, DC, London, Rome, Chicago, Vancouver, BC)
– 8 hour work day. Hours dependent on location. Little travel.

Compensation:

- ❑ Competitive salary with benefits that vary by country.

Contact:

- ❑ Email your resume to jobs@erieri.com - fax: 800-753-4415 - mail to ERI, 8575 – 164th Avenue NE, Redmond, WA 98052 USA