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# Example of Research Analyst Job Description

Our innovative and growing company is looking to fill the role of research analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for research analyst

* Update and maintain database of historical market statistics for the Orlando and Jacksonville markets
* Lead quarterly market statistics process, involving collection, verification and finalization of data for the office and industrial market reports for Orlando and industrial market reports for Jacksonville
* Create, write, analyze and edit quarterly office and industrial reports for Orlando and industrial reports for Jacksonville and the various submarkets that comprise the markets (including but not limited to Statistics and Insights reports, and various contributions to national office and industrial research reports)
* Identify and anticipate managers’ needs for research and information on the radiobroadcasting market in order to orient the decision making process
* Contribute to special research reports and white papers relating to the Sacramento and Stockton industrial markets
* Contribute to special research reports and white papers relating to Northern California industrial markets
* You will be required to produce creative material for multiple media such as web, video, and mapping under your own creative direction
* Respond to all internal and external client requests for data and information on the Salt Lake City market in a timely and accurate manner
* Respond to internal and external clients’ requests for data and insight
* Track, maintain, and disseminate proprietary data for critical market indicators including lease and sales comparables, development pipelines, and active tenants in the market

## Qualifications for research analyst

* Television network experience in off network/re-runs preferred
* Knowledge of TV development and sales required
* Must be able to develop and write an effective presentation
* Must be able to operate an IBM personal computer (PC)
* Proficiency with Nielsen software strongly desired, including WRAP Overnights, WRAP Sweeps, Galaxy Explorer (NNTV), AdViews, NPower/National TV Toolbox, NBI
* Knowledge of broadcasting, research and marketing techniques utilizing Nielsen rating services and other market research tools preferred