Our company is growing rapidly and is searching for experienced candidates for the position of institutional research analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for institutional research analyst

- Assisting in competitive or complementary sales efforts through ad hoc analysis
- Working directly with sales professionals in the development of supporting materials and information
- Assisting with product-related questions on Requests for Proposals (RFPs)
- Supports Product Managers and Client Portfolio Managers in identifying and tracking key competitors and uncovering potential takeover opportunities
- Works with the Investment Readiness team on investment strategy-related projects as required
- Generates quarterly reports related to performance, characteristics, and flows
- Identifies opportunities to enhance content, formatting, or efficiency on an ongoing basis
- Work under consultative or self-initiated direction to assess and produce relevant, standard, or custom information (reports, charts, graphs and tables) from structured data sources by querying data repositories and generating the associated information
- Create non-routine databases and their related information summary
- Collaborate with technical staff to standardize and systemize routine reports, dashboards, and metrics

- Proficiency in SAS or other analytic tool at the intermediate to advanced level with an emphasis on data acquisition, manipulation, and transformation
- Ability to effectively visualize results for different constituent groups
- High level of adaptability to meet the changing needs of the office
- Experience with SQL, either interpreting or writing
- Demonstrated experience with statistical software packages such as SPSS, SAS, or R
- This person must be detail-oriented, yet flexible, with the ability to manage multiple high-level ad hoc priorities, routine projects throughout the year