



Example of Research Assoc Job Description

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Our company is growing rapidly and is hiring for a research assoc. 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 assoc

- Research customer account information
- Sorts, batches and scans correspondence and routes according to procedures
- Returned Statements - Reviews, prioritizes and processes returned statements for address correction utilizing various systemic platforms
- Returned Credit Cards - Reviews, prioritizes and processes returned credit cards for address correction utilizing various systemic platforms
- Completes processing of customer send back items
- Prepares all outgoing mail and packages daily, to include USPS, FED EX, DHL, Completes all tracking reports as needed
- Processes returned checks and applies appropriate fees
- Supports Mail Clerk duties as needed, dependent on volume and coverage
- Fulfills check copy and audit requests as needed
- Meet established deadlines and productivity standards

Qualifications for research assoc

- Basic knowledge of questionnaire design & simple data analysis & interpretation
- Knowledge of computer applications, such as word processing, spreadsheet design, & database applications
- Experience using research databases and reference management software such as PubMed, Medline, Google Scholar, Endnote, RefWorks

- Proactive, goal-oriented individual with ability to plan, direct, implement and monitor programs and projects effectively
- Strategic planning skills with ability to develop fundraising strategies