



Senior Research Analyst Required for Toronto Office

Posted: January 2010

Closing Date: open until filled

Position: Sr. Research Analyst

Location Hiring: Toronto, ON

Hours of Work: 8:30 a.m. to 5:00 p.m., Monday to Friday, additional hours may be required to meet client deadlines and travel requirements

Wage Range: base salary of between \$55,000 to \$70,000 per year, plus benefits

With existing offices in Ottawa, Toronto, Edmonton and Victoria, R.A. Malatest & Associates Ltd. is one of Canada's largest independently owned and operated research and evaluation firms. With a staff of over 80 professionals, administrative and telephone survey staff, our company offers a variety of roles and responsibilities. Our Toronto office is moving February 1st to a larger office to accommodate our increased size and increasing client base!

Senior Research Analyst – Competition No. TO-2010a

Overview:

R.A. Malatest & Associates Ltd. is seeking a Senior Research Analyst to complete a variety of research tasks, with a particular focus on quantitative research and program evaluation. The senior analyst will be responsible for a variety of tasks as needed, including working with other staff to manage survey and administrative data to support research and evaluation projects, as well as undertaking other research work as needed.

Key responsibilities include:

- Creating databases in SPSS, MS Access, MS Excel
 - Reviewing survey questionnaires in CATI/CAWI software
 - Undertaking quality control and data manipulation of survey and administrative data prior to analysis
 - Creating tables and charts in SPSS, Excel and Word
 - Checking progress of survey research and undertaking progress reports and other related documents
 - Performing statistical analysis to support the creation of reports
 - Conducting in-person interviews and focus groups
 - Preparing detailed research reports
 - Writing proposal submissions
 - Various other tasks associated with the completion of social and/or economic research
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Qualifications:

- Graduate degree in the social sciences, statistics, psychology, political science, or other related discipline
 - 3+ years experience working in a private sector research environment or other work experience involving the completion of detailed quantitative and qualitative research tasks
 - Advanced skills in SPSS
 - Proven report writing ability
 - Experience using other data software including, for example, MS Access, MS Excel
 - Knowledge of, and experience using, statistical analysis techniques, including regression analysis
 - Experience with CATI/CAWI systems is preferred
 - Strong attention to detail and ability to work to meet deadlines
 - Ability to correspond in both English and French an asset
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Why work with us?

R.A. Malatest & Associates Ltd. offers competitive private sector wages, benefits and great potential for promotion due to varying positions within the firm as well as offices nationally. We strive to provide an environment with opportunities for advancement as well as for furthering your education and skills. Travel will be required within Canada, as well as the ability to work extra hours to meet project deadlines.

How to apply:

Please submit your resume and a cover letter detailing your reason(s) for applying to Tara Judge, Manager – Corporate Operations, through one of the modes detailed below. Please quote the provided competition number in your cover letter.

Fax: 1-888-384-2774

E-Mail (MS Word or pdf format): resumes@malatest.com

While we thank all interested applicants, only those short-listed will be contacted.

R.A. Malatest & Associates Ltd. is an equal opportunity employer and will not discriminate against any employee or applicant for employment because of physical or mental disability, race, colour, religion, gender, sexual orientation or creed in regard to any position for which the employee or applicant for employment is qualified.
