

Malatest is looking for a Research Analyst to join our dynamic work environment. In this key position, Analysts are able to develop and contribute to the success of a diverse range of interesting projects in health, education, labour market, housing, and transportation and other current issues of the day.

At Malatest, we have an inclusive culture that values diversity and individuality. Initiative is encouraged and is supported by opportunities for learning and advancement based on skills not length of service.

You can expect to be doing a variety of tasks that may include:

- Developing data collection instruments (e.g., surveys, interview guides, moderator guides, etc.);
- Conducting interviews and moderating focus groups;
- Performing data verification and validation;
- Analyzing data and developing reports for small to mid-sized projects;
- Traveling within Canada to collect primary data;
- Interacting with other Malatest teams and departments within the office and across Canada; and
- Liaising with clients.

Skills that would make you a good fit for the position, include:

- A passion for research;
- Ability to multi-task;
- Effective communication skills, both written and verbal;
- Excellent time management skills
- Ability to work in a team environment and have a “Can do” attitude;
- Willingness to learn and develop new skills;
- Proficiency using Microsoft Office products (e.g., Word, Excel) and analysis software (e.g., R, Stata, SPSS);
- Experience with analytics/reporting tools (e.g., Tableau or Power BI);
- Experience using tools such as ArcGIS or another web mapping system;
- Knowledge of various research methods;
- Ability to think critically and problem solve;
- Attention to detail;
- Ability to work in a fast-paced deadline driven environment where time management is essential;
- Having completed a Bachelor or Master’s degree; and
- Bilingual skills are an asset but not a requirement.

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**Qualifications:**

- Minimum of a Bachelor’s degree in the social sciences or other applicable discipline related to data processing, and statistics.
- Master’s degree and 2 to 4 years of applied data analyst work experience, preferred.
- Proficiency with technical applications such as R, Stata, MS Access, MS Excel, SPSS, Tableau, Power BI, ArcGIS and/or CATI/CAWI, as well as proficiency in other standard MS Office products such as Word, PowerPoint, and Outlook.



- Strong writing skills with the ability to clearly communicate complex concepts, document research methods, and describe research results.
- Bilingualism (French and English) is preferred.
- Malatest staff must adhere to privacy, security, confidentiality, and quality standards and be legally entitled to work and travel in Canada. Working with Malatest to obtain security clearances with the Industrial Security Directorate Division of Public Works and Government Services Canada; a criminal record check, is required.

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Malatest is one of Canada’s largest independently owned and operated social research companies with office locations in Victoria, Edmonton, Ottawa, and Toronto. At Malatest we believe in investing in our employees, and we demonstrate that through our competitive salaries, comprehensive benefits package, paid time off, staff events, and annual bonuses.

Malatest staff must adhere to privacy, security, confidentiality, and quality standards and be legally entitled to work and travel in Canada. If hired, you would be required to obtain a criminal record check and security clearances with the Industrial Security Directorate Division of Public Works and Government Services Canada.

**Applicants are required to submit a cover letter demonstrating their experience and communicating why they are interested and suitable for the position of a Research Analyst.** Applicants from outside of Canada will not be considered. Please note that this position is located in Toronto, ON OR Ottawa, ON and applicants will be expected to relocate for the position, if they are not currently living in the city.

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### Shift Information:

Standard office hours of operation are Monday to Friday from 8:30am to 5:00pm, although some hours may vary by task and project. Overtime may be required to accommodate workload and deadlines. Travel may be required from time to time, subject to project requirements.

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**Posted:** Oct 19, 2023

**Closing Date:** Until Filled

**Locations:** Toronto, ON & Ottawa ON

**Hours of Work:** Permanent full-time, 40 hours per week; while hours of work for the position may vary—with overtime as required to meet the requirements and expectations of the position.

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### How to Apply?

Submit your resume, cover letter, and application form to Malatest. No calls please.

Please quote the competition number **RAM-TO23** within the subject line and content of your application by e-mail.

<b>E-mail: (Word or pdf)</b> <a href="mailto:resumes@malatest.com">resumes@malatest.com</a>	<b>Fax:</b> 1-888-384-2774	<b>By Mail:</b> 201 - 862 Cloverdale Ave Victoria BC V8X 2S8
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Malatest is an equal opportunity employer and will not discriminate against any employee or applicant from employment for which the employee or applicant is most qualified. *You are welcome to identify within your application if you belong to one of the four designated equity groups: women, Aboriginal peoples, persons with disabilities and/or members of visible minorities.*

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