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## ***Research Analyst Associate***

### **Summary**

The Rhode Island Commerce Corporation, a quasi-public agency focused on economic development, seeks to hire a Research Analyst. This is an exciting opportunity for a candidate interested in being at the forefront of building RI's innovation economy.

### **Responsibilities**

- Assist and support client facing teams in business attraction, retention, and expansion initiatives
- Maintain select databases which include commercial real estate listings, workforce statistics, and business listings
- Compile and evaluate economic data such as labor, demographic, and cost of living using a variety of tools and methodologies
- Effective at SWOT analysis and strategic thinking for business attraction efforts
- Ability to analyze, think creatively, and respond quickly to internal and external research requests
- Clean and purge spreadsheet data in various formats

### **Key Competencies**

- **Initiative** – Job requires a willingness to take on responsibilities and challenges
- **Critical Thinking** – Job requires the ability to parse information and think creatively
- **Achievement/Effort** – Job requires establishing and maintaining challenging achievement goals and exerting effort toward mastering tasks
- **Dependability** – Job requires being reliable, responsible, and dependable, and fulfilling obligations
- **Attention to Detail** – Job requires being careful about detail and thorough in completing work tasks
- **Cooperation** – Job requires working well with others on the job and displaying a good-natured, cooperative attitude
- **Technical Aptitude** – Job requires proficiency in basic spreadsheet functions, and the ability to query data from several 3<sup>rd</sup> party databases

### **Qualifications and Skills**

- Bachelor's Degree required
- Excellent proficiency with Microsoft Office; understanding of basic Excel functions is highly desired
- Exceptional time management skills and ability to juggle multiple projects with tight deadlines
- Perform quality control on all data sets, with dedication to accuracy and clarity of information
- Able to clearly communicate with professionals at all levels in all business units
- Strong analytical, problem-solving, and critical thinking skills

- Experience with any of the following software is a plus:
  - Chmura / JobsEQ
  - Dun & Bradstreet or Gazelle.ai
  - SalesforceCoStar
  - Real estate GIS platforms such as ZoomProspector

**Applications will be accepted until position is filled. To be considered, candidates must submit a cover letter along with a professional resume and salary requirements via email to:**

Rhode Island Commerce Corporation

[job.opportunities@commerceri.com](mailto:job.opportunities@commerceri.com)

- Rhode Island Commerce Corporation is an at-will employer; no employment contracts exist.
- The Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.