



Media Analyst

Analysts assess coverage and developments relevant to our clients: filtering, categorizing, and annotating the information most critical to our clients' success. This analysis is used by senior PR, communications, and marketing executives to formulate sophisticated strategies for promoting their company and brand messages. Analysts are also responsible for custom research, operational support, and problem-solving for clients.

We seek intelligent, high-energy, top performers who enjoy a challenging and stimulating environment. Candidates must be analytical, self-motivated, and accustomed to producing to a high standard of quality. They must also have demonstrated the ability to work quickly and efficiently under deadline to support daily client deliverables.

Due to our clients' need for timely analysis, the willingness to work a schedule that is shifted to early morning hours is important.

Responsibilities

- Interview clients to understand their needs and the analysis that will be most useful to them
- Utilize our proprietary systems to select media coverage and other developments of interest to the client
- Prioritize the content you find, filter for the items most likely to be of interest, and prepare a concise analysis for the client
- Research and gather additional data the client may need to provide a fuller picture of people and events in the news
- Contribute to the ongoing improvement of the company's tools and processes with ideas and suggestions to improve an exciting product

Job Requirements

- BA/BS or higher degree, ideally in an analytical, research-intensive field and/or areas such as foreign affairs, economics, and business. A very strong academic record and GPA are absolute must-haves
- Strong analytical and problem-solving skills
- Superior intellect, including inquisitive nature and experience using search tools and electronic databases
- A personality that thrives on reading the news of the day
- An ability to digest a substantial flow of information and synthesize it into an insightful,



executive-level synopsis under tight deadlines

- Strong customer service orientation and ability to interact with sophisticated and senior client executives who rely on our analysis
- Superior organizational skills
- The ability to identify big picture developments and succinctly relate them to others
- A proven track record of working collaboratively to meet business objectives and a willingness to contribute beyond the limits of a job description to help build a great company