

# HawkPartners

## Job Listing

### HawkPartners, LLC Associate

Type: Full Time Experienced (1 - 3 years of post-collegiate job experience)

Compensation: Salary Depends on Experience (comes with industry-leading benefits package and generous bonus plan based on firm performance)

Start: ASAP

Openings: 1 - 2

Locations: Boston, New York, Washington DC

Hours: 55+ hours/week on average (it will vary and night and weekend hours are required on an as-needed basis)

Travel: Up to 50% of the time

## Company Description

HawkPartners is a boutique marketing consulting and research firm that helps clients make fact-based decisions to guide their communications, marketing, and brand strategies. We work primarily with global, market leading clients across a variety of industries, and have experience working across all major markets in the Americas, Europe, and Asia. Founded in 2002, HawkPartners is based in Boston, with other major offices in New York and Washington, DC.

We provide the following services:

- o Market Research (Qualitative, Quantitative and Secondary)
- o Marketing and Brand Strategy
- o Marketing Communications Development and Implementation

Our office culture is vibrant and non-hierarchical – affording all employees significant client exposure and responsibility for independent decision-making. HawkPartners offers the opportunity to participate in the growth and development of an entrepreneurial venture, as well as substantial professional development opportunities that come from consulting primarily to Fortune 500 clients and other marquee institutions.

## Job Description

The Associate position offers a unique opportunity to build upon your skills and experience with hands-on customer *consulting, research, analysis, and intelligence gathering* in a flexible, dynamic work environment. The primary role of the Associate is to execute and manage strategic projects while working collaboratively with Partners, colleagues and client teams.

Day-to-day Associate responsibilities include:

- o Gathering, analyzing and synthesizing information and existing research relating to clients, markets, products, and services
- o Executing quantitative research (including questionnaire development, quantitative data analysis and vendor management)
- o Conducting secondary research and competitive intelligence
- o Conducting qualitative research (including interviews with customers, stakeholders and clients)
- o Assisting in the development of marketing implications and recommendations
- o Co-developing client reports and participating in client presentations
- o Managing project timelines
- o Communicating with clients on project status and next steps
- o Participating and adding value to brainstorming sessions on client issues

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The position offers several unique benefits:

- The opportunity to travel, both domestically and internationally
- Flexible work hours
- A fun, dynamic work experience associated with a rapidly growing firm
- The opportunity to work closely with senior marketing strategy and research professionals

## **Job Qualifications**

While HawkPartners will consider candidates with skills sets and experiences that touch on only some or go beyond the following criteria, the optimal candidate will have:

- An exceptional record of academic achievement, including an undergraduate degree from a highly competitive top-tier college or university
- 1 - 3 years of post-collegiate job experience
- Prior experience gathering and analyzing data
- Outgoing personality and inherent curiosity about the behaviors and motivations of others
- Prior experience working on custom consulting or marketing consulting projects
- High degree of comfort with new technologies, as well as online databases and traditional business software programs such as Excel and PowerPoint
- Proficiency with statistical analyses and/or SPSS or cross-tabulation programs
- Experience with the pharmaceutical or financial services industries
- Detail-orientation, strong organizational capabilities, and outstanding communication, speaking and writing skills

Beyond specific skills, the ideal candidate is a high energy self-starter who possesses unquestioned personal integrity, commitment to excellence, ability and desire to work in teams, a strong interest in learning, and willingness to always go the extra step.