

Rivel is currently seeking a talented, self-assured **Junior Account Manager** at our Westport, CT office. The person in this role will interact with clients on a regular basis and will provide after-sales support to retain. Our clients are investor relations officers, so the person in this position should have knowledge of the stock market and a background in communications and/or finance. This is a broad-based, fast-paced role and will allow the associate to experience all facets of our research methodology, practice and product creation. Dedicated associates have excellent opportunity for advancement in this fast-growing company.

PRIMARY RESPONSIBILITIES:

- Onboarding new clients with access to their online portal
- Proactive outreach to clients
- Manage client relationships
- Mine and deliver research from our best practices program to clients
- Fielding incoming requests from clients

REQUIREMENTS:

- Bachelor's degree
- Proficiency in Word, Excel, PowerPoint & Outlook. Experience with salesforce.com a plus
- Exceptional attention to detail a MUST
- Exemplary skills in multi-tasking, prioritizing, organizing and follow-through on all assignments in a timely manner
- Strategic thinker
- Friendly, good sense of humor, sincere, and enthusiastic individual
- Creative solutions to daily tasks
- Ability to deal with different personalities
- Familiarity with investor relations, finance, Wall Street jargon a plus

Rivel Research Group is the premiere niche marketing research company focused solely on providing strategic investment community marketing research to publicly traded companies.

Founded in 1991, Rivel is recognized as the leader in objective, unbiased research that utilizes a mix of quantitative and qualitative data as the basis for its C-suite/Board level consulting.

Our rapidly growing client list includes some of the largest publicly traded companies in the world in a wide variety of industries.

CONTACT:

Please email a resume accompanied by a cover letter to [Jenn Goddu](mailto:jenn.goddu@rivel.com)

*Click [here](#) for more info on Rivel
No phone calls please*