

Rivel's [TrendLign](#) division is currently seeking a motivated **Project Director** who has flexibility to work remotely as well as in our Westport, CT office as needed. This mid-level position requires a driven, organized and detail-oriented individual who can successfully manage the research activities of multiple assignments in a fast-paced environment. This broad-based role will allow the project director to experience all facets of our research methodology, practice and product creation.

## PRIMARY RESPONSIBILITIES:

- Independently manage and maintain full project ownership for multiple research projects
- Act as primary liaison between Rivel and clients for duration of project lifecycle
- Design and develop research questionnaires
- Aid in sample creation and oversee fieldwork on assigned projects
- Analyze, code and tabulate raw data sets
- Create presentations and write executive summaries for client reports
- Finalize client deliverables (presentations, reports, crosstabs, transcripts)
- Manage and maintain project timelines ensuring all deadlines are met
- Perform other duties as assigned

## REQUIREMENTS:

- Bachelor's degree  
(Market Research experience and/or Finance coursework a plus)
- 2 to 4 years market research and/or project management experience
- Alignment with Rivel's [core values](#)
- Exceptional attention to detail and accuracy
- Friendly, sense of humor, sincere, enthusiastic
- Excellent written and verbal communication skills
- Comfort with and proven ability to communicate effectively with clients
- Ability to multi-task/handle changing priorities
- Motivated, analytical, quick learner and a team player
- Proficiency with MS Office (Word, Excel, PPT)

As data-driven management consultants, Rivel helps management teams and boards improve valuation, mitigate risk and drive performance.

Since 1991, Rivel has been advising management teams and boards on how aligning attitudes and behaviors of key stakeholders (Employees, Customers and Shareholders) can make the difference between success and failure in their business.

Our rapidly growing client list includes some of the largest publicly traded companies in the world across all industries.



## CONTACT:

Please email a resume accompanied by a cover letter to Alex Leib at: [careers@rivel.com](mailto:careers@rivel.com)

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