

Rivel is currently seeking a talented, self-assured **entry-level research analyst** who has flexibility to work remotely as well as in our Westport, CT office as needed. This person will be involved in all aspects of the firm's work for Fortune 500 companies in our [Executive Intelligence Council](#) division. This is a broad-based, fast-paced role and will allow the associate to experience all facets of our investor relations best practices program. Dedicated analysts have excellent opportunity for advancement in this fast-growing, values-driven company.

## PRIMARY RESPONSIBILITIES:

- Database maintenance
- Field incoming requests from clients
- Delivery of reports via email and portal to clients
- Prepare materials for our virtual and annual conferences
- Coordinating/confirming meetings and conference calls
- Perform special projects as assigned

## REQUIREMENTS:

- Bachelor's degree  
(Market Research experience and/or Finance coursework a plus)
- Alignment with Rivel's [core values](#)
- Strong attention to detail and accuracy
- Friendly, sincere, enthusiastic
- Sense of humor
- Strategic thinker
- Excellent written and verbal communication skills
- Comfortable interacting with clients
- Ability to multi-task/handle changing priorities
- Motivated, quick learner
- Analytical and a team player
- Proficiency with MS Office (Word, Excel, PPT)
- Knowledgeability of Salesforce is a plus

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 Lenny Bird at: [careers@rivel.com](mailto:careers@rivel.com)

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