

# Research Analyst in Operation Consulting Team

## Job Summary

In this position, the analyst will interpret, manage, and analyze research data in order to translate results into better solutions. You will work to facilitate greater returns through surveys, research calls, meetings, and analyzing habits and data.

## Research Analyst Duties and Responsibilities

- Analyze data and information to find ways to improve operations
- Inform and advise various levels of management and stakeholders
- Meet with clients and vendors to discuss procedures
- Develop and conduct user surveys
- Analyze habits and data available
- Research market and industry trends and patterns
- Create detailed reports of findings
- Simplify findings into presentations
- Organize and store data for future research projects
- Document all data and research procedures
- Organize and conduct focus groups of project users
- Create diagrams and documentation to pinpoint problems and find solutions
- Implement tests of processes, policies, and protocols
- Identify and understand problems through forecasting, gap analysis, quantitative reporting, research, and statistical analysis
- Recommend changes and improvements based on research findings
- Write reports, white papers, and other published documents
- Compile and analyze data points

## Research Analyst Requirements and Qualifications

- Bachelor's degree in computer science, business, management, administration, or information science
- One year experience in an applied research or data management environment; experience in business/systems analysis, quality assurance, or relevant position

- Able to manipulate large, complex data sets using a variety of software applications (SPSS, SAS, Excel, Microsoft Office Suite), including the use of relational databases
- Able to perform statistical analysis
- Skilled knowledge in generating process documentation
- Strong written and verbal communication skills with technical writing skills
- Able to multitask, prioritize, and manage time efficiently

## Application Method

Interested candidates should send their CV to Dr Ricky YC Tsui ([ricky.tsui@arup.com](mailto:ricky.tsui@arup.com))

## Application Deadline

Until position is filled