

# Job Posting: Analyst, Proactive Worldwide

## Position Summary:

The Analyst is responsible for working with a team to provide integrated analysis of the competitive landscape by organizing and analyzing qualitative findings from primary (interview based) and secondary (internet based) research, writing reports and/or presentations summarizing the findings and analysis.

The Analyst will work collaboratively on and provide leadership to an engagement team in support of the delivery of world-class, actionable competitive intelligence to our clients.

This position will principally support the Proactive Consumer Industrial Goods (CIG) practice. The CIG practice engages clients across a number of different industries, including Engines & Trucking, Industrial Distribution, Building Systems Infrastructure, and Construction Machinery.

Team members have exposure to senior decision makers at Fortune 500 companies on a regular basis. Practice success is predicated on working with those decision makers to understand their issue, collaborating creatively and nimbly to design and execute potential solutions, and ultimately telling a story that leaves the client smarter than they were before the engagement. The Analyst position is absolutely critical to delivering on the above.

## PRIMARY RESPONSIBILITIES AND DUTIES

Analysis: Participate in or lead analysis of research findings to identify key business and operational insights for our clients. An analyst will be able to use various analytic techniques (e.g. SWOT, Porter's Five Forces) and will have a solid background in effective communication of logical thought processes. The successful candidate will need to be proficient in MS Office Suite use, including development of visually appealing infographics. Advanced level capability with PowerPoint and Excel is highly desired.

Deliverables: Demonstrate clear, structured approaches to deliverable creation; compose well-written, concise and complete reports; create visual elements that are logical, understandable and appropriate for the topic; provide a solid representation of qualitative and quantitative

intelligence; ensure deliverables are accurate, timely, relevant and reliable; prepare robust interim reports and insightful client update reports; develop executive summaries with key insights and perspectives; meet delivery and milestone dates without exception; present results to clients; train others on the development of quality deliverables.

Project Task Management: Manage projects/tasks in an effective and efficient manner; execute Proactive processes and tools with excellence; meet internal and external task and milestone dates; execute balanced scope, budget, quality, risk and timeline; develop talent, delegate appropriately, demonstrate teamwork; demonstrate strong communication skills (internal/external) regarding project progress, issues or concerns; train others on project management.

Client Communication/Management: Develop and effectively manage client relationships; demonstrated a heritage for the future - execute exceptional deliverables to secure up/re-sell business; demonstrate deep insight and knowledge about client; be consistently organized, well prepared and clear/concise in client meetings and calls.

Coaching: Demonstrate a commitment to people development; provide timely / objective feedback to advance skills; demonstrate respect for individuals -approachable, supportive; recognize when training is necessary and take time to train those in need; facilitate resolution of problems encountered by others; help others with research/source strategies and tactics.

Secondary Research: Properly identify secondary tools appropriate for the specific project; effectively and efficiently utilize resources to gather semi- and public data; synthesize relevant information for critical facts; identify appropriate sources to be used for primary; appropriately document research; approach research in a productive and timely way; ensure relevancy to Key Intelligence Topics; confirm research for accuracy; train others on secondary research.

## SECONDARY RESPONSIBILITIES AND DUTIES

With approval, the Analyst shall perform, to the extent possible, the following in addition to his or her primary responsibilities and duties: create project plans; participate in ad hoc client

communication related to specific projects; prepare and conduct training; participate in the recruiting process; author whitepapers and newsletters; and other duties as assigned.

## CORE VALUES AND CHARACTERISTICS

You are expected to support Proactive Worldwide, Inc.'s mission, vision, and values by demonstrating the following: communication; results and quality focus; teamwork; be hungry, humble and intelligent.

**Communication:** Effectively and appropriately communicates with internal and external parties, including clients; communicates well both verbally and in writing; delivers effective and engaging presentations; shares information and ideas with others; possesses good listening skills.

**Results and Quality Focus:** Committed to excellence; attentive to detail and accuracy; targets and achieves results; sets challenging goals; prioritizes tasks; overcomes obstacles; accepts accountability.

**Teamwork:** Demonstrates company values; responsive to others (internal or external); dependable; listens to others and values opinions; welcomes newcomers and promotes a team atmosphere.

**Hungry, Humble and Intelligent:** Hungry - Having a strong desire to obtain information and drive toward success. Humble - Not egotistical, pretentious, or arrogant; focused on the overall good of the team. Intelligent - Has relevant knowledge; understands things clearly and logically; demonstrates the ability to think and learn quickly.

## Role Desirables

- University degree; Advanced degree a plus
- Comfort presenting and defending work in front of others
- Ability to build strong relationships across multiple client and company teams
- Strong project management and problem-solving capabilities
- Knowledge of competitive analysis is preferred but not required

- Proficiency with Word, PowerPoint, and Excel. Experience with Tableau or other data visualization tools is a plus.

#### Reporting Relationships

- You will report to an Engagement Manager in the Consumer & Industrial Goods practice, ultimately reporting up to the practice Vice President.
- You'll predominantly work alongside researchers and other analysts on a day-to-day basis

#### Additional information:

- Although the company is headquartered in Schaumburg, IL (Chicago suburbs), Proactive also permits a remote workforce. We currently have staff from California to Maine and are open to new staff being remote as well.

Please submit a cover letter and resume detailing your qualifications and why you think you're a fit for Proactive.

Proactive Worldwide is an equal opportunity employer committed to workforce diversity.