



the gandalf group

**Research Manager & Data Analyst**  
Toronto, Ontario

**Company**

The Gandalf Group is a consulting firm that offers qualitative and quantitative research and strategic advice in brand development, policy advocacy, reputation management, consumer research, issue management and communications for clients in various sectors.

We are a boutique firm, based in downtown Toronto and Ottawa. Partners of the firm are involved in every project which provides an opportunity to learn from some of the best skilled researchers and strategic advisors in the country with decades of experience in public opinion research.

We offer a comprehensive benefits package, new business development incentive bonuses and a health and wellness program for all employees.

To learn more about our company and our team, please visit [www.gandalfgroup.ca](http://www.gandalfgroup.ca)

**Job Description**

You will play a critical role in ensuring the delivery of research services to the firm's Principals and its clients. Experience in quantitative research and particularly presentation of results will be key.

**Primary responsibilities include:**

- Project coordination and implementation: Manage multiple market research projects at once, within timeline and budgets
- Work with the firm's Principals to design and provide appropriate research-based solutions
- Play a critical role in the delivery and implementation of research methods and questionnaire design
- Work with external partners to manage all aspects of a research project
- In collaboration with the firm's Principals, perform data analysis, prepare reports, and lead in creation of client-ready presentations
- Anticipate client needs and ensure alignment
- Liaise with clients on a day-to-day basis
- Present research findings to clients
- Lead in the preparation of proposals
- Some travel may be required

TORONTO  
65 Queen Street West, Suite 510  
Toronto, ON M5H 2M5  
T 416.644.4120

[info@gandalfgroup.ca](mailto:info@gandalfgroup.ca) | [gandalfgroup.ca](http://gandalfgroup.ca)

OTTAWA  
116 Albert Street, Suite 300  
Ottawa, ON K1P 5G3  
T 613.699.8910



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**The ideal candidate must possess the following:**

- Experience with quantitative research, analytical skills
- Ability to analyze a dataset (in a self-directed fashion) with a view to finding underlying trends and patterns – with a focus on cross-tabulation/bivariate analysis and topline data analysis
- Ability to create sample plans, using census data to create quota schemes, weight targets
- Experience with/training/course work in conducting/reporting on regression, driver analysis or advanced statistical analysis techniques
- Proficient in PowerPoint & SPSS
- Ability to draw insights and tell a story with data presentations
- Ability to “manage up” and allocate internal resources, ensuring that projects meet key deadlines
- Excellent written & verbal communication skills
- A strong client service orientation
- Bachelor’s Degree or equivalent experience in relevant field (including, but not limited to, political science, public policy, international relations, statistics, math, business)
- 3+ years work experience in a professional research environment

**The ideal candidate must also possess one or more of the following:**

- Familiarity with communications, advertising and PR
- Familiarity with government, an interest in social and economic trends
- Social media monitoring, analysis of social media conversation and sentiment
- Strong data visualization skills
- Exposure to qualitative research

**How to apply**

Please submit your resume by email to:

The Gandalf Group  
510-65 Queen Street West  
Toronto, ON M5H 2M5  
416.644.4137  
[branco@gandalfgroup.ca](mailto:branco@gandalfgroup.ca)

Attention: Melissa Branco  
Manager, Client Accounts & Operations

We thank all applicants, however, only those short-listed for an interview will be contacted.

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