

# Analyst Research Operations

## Description

We are seeking a Research Operations Analyst to streamline our research processes and enhance project outcomes. The ideal candidate will be responsible for managing the operational aspects of our research projects, ensuring efficient use of resources, compliance with regulatory standards, and effective communication across teams. Key Responsibilities: Oversee the day-to-day operational aspects of multiple research projects to ensure timely delivery of objectives. Coordinate with various departments to allocate resources effectively and ensure all projects adhere to set budgets and schedules. Implement and maintain data management systems to ensure integrity and confidentiality of research data. Develop and enforce standard operating procedures (SOPs) for research activities, ensuring compliance with local, state, and federal regulations. Facilitate communication between project teams, external partners, and stakeholders to ensure alignment and address any issues promptly. Prepare regular reports on project status, resource utilization, and research outcomes for senior management. Identify and mitigate risks associated with project operations. Assist in the development of grant applications and manage research documentation and submissions. Qualifications: Bachelor's degree+ in social sciences, technology management, or any other research-driven field. Minimum of 3 years' experience in research operations or project management, preferably in the SaaS tech space. Strong understanding of research methodologies and regulatory compliance requirements. Proficient in project management software (Jira, Notion, Asana, etc.) and able to track project impacts meticulously. Excellent organizational, communication, and leadership skills. Ability to manage multiple projects simultaneously and meet tight deadlines. Preferred Skills: Experience with data analysis tools (Amplitude, SPSS, etc.) and budget management. Familiarity with digital tools and platforms used in research operations. Certification in project management (e.g., PMP). Please mention the word \*\*SENSITIVE\*\* and tag RMTguMjM3LjlwNC4xMTE= when applying to show you read the job post completely (#RMTguMjM3LjlwNC4xMTE=). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

## Contacts

Job listing via [RemoteOK.com](https://www.RemoteOK.com)

## Hiring organization

Apollo.io

## Job Location

San Francisco, California, United States

## Base Salary

\$ 60000 - \$ 100000

## Date posted

June 12, 2024

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