



Strategic Partnerships, Inc.

RESEARCH ASSOCIATE/OUTBOUND CALLS

Position Specifications

ABOUT SPI

Strategic Partnerships, Inc. (SPI) is a full-service research and consulting firm based in Austin, Texas. SPI specializes in government procurement consulting, governmental affairs services and customized research. SPI is recognized as a pioneer in the business of partnering public and private entities for commercial purposes. To learn more about SPI, please visit: www.spartnerships.com.

JOB RESPONSIBILITIES

- Assists sales, marketing and research with phone and internet based activities
- Compiles “call” or “target” lists for internal use, call campaigns, etc.
- Performs phone surveys to gather and record data for subsequent analysis and/or client delivery
- Conducts awareness campaigns via outbound calls and/or emails

PREFERRED TRAITS AND EDUCATION

- Good listener
- Solid web based and computer skills, particularly internet searches and MS Office
- Excellent communication and customer service skills – at least six months of customer service experience
- Self-motivated and able to effectively handle multiple tasks
- Strong interpersonal, organization and time-management skills
- Flexible and have the ability to shift priorities

This position is 20-30 hours per week at a rate of \$13-\$15/hour.

HOW TO APPLY

Please e-mail a brief cover letter describing your interest in the position and résumé to jobs@spartnerships.com. In the subject field of your email, please write: Application for Research Associate/Outbound Calls.