

Research Associate

Stokes & Associates, Inc., a growing, private rehabilitation and counseling firm based in the Greater New Orleans area, is seeking a qualified energetic professional to join our research team. Duties include, but are not limited to, conducting labor market research identifying suitable employment opportunities in accordance with individuals' knowledge, skills, and abilities; and conducting life care planning research obtaining medical cost information. Research is typically conducted by telephone and internet, though occasional in-person research activities may also be required.

MINIMUM REQUIREMENTS:

Education and Experience

- Bachelor's degree in a related field is required
- Labor market and life care plan research experience is preferred
- Sales-related experience is a plus

Knowledge, Skills, and Abilities

- Computer proficiency is required, including Microsoft Office applications
- Experience using database applications is preferred
- Excellent written and oral communication skills
- Outstanding telephone and email etiquette
- Exceptional customer service skills
- Must be detail-oriented, be able to adapt to changing priorities, and work both independently and as part of a team
- Must be able to exercise a high degree of discretion in handling confidential information and sensitivity to the needs of persons with disabilities

We offer competitive pay and benefits, including vacation, health and vision Insurance, medical leave, 401K, profit sharing, and excellent professional advancement opportunities.

Business Hours: Monday–Friday, 8:00 am to 5:00 pm.

Qualified Applicants Only

Please submit your resume and a cover letter to mhosch@stokes-associates.com or fax to 504-455-1081.