

## Job Description – Associate Insights Director

### Overview

The primary role of the Associate Insights Director is to support and provide disease area expertise to the end-to-end insights generation process using our proprietary market research data across a therapy area. The position reports to the Franchise Head/Director and is based in Exton, PA.

### Key Responsibilities

To add incremental value to the Spherix report production and insights generation process:

- Develop framework for data visualization, typically in PowerPoint format
- Check survey links as needed and track changes to ensure survey logic is accurate
- Write a first pass on reports including key takeaways and executive summaries to translate data into insightful reports
- Keep up to date with disease landscape
- Proofread final reports and provide peer reviews
- Provide fresh (methodologically sound) content and revisions for questionnaires that will provide actionable insights
- Provide direction to analysts to ensure accurate data collection and population
- Oversee the tracking of changes and managing version control of questionnaires

To assist with client management and presentations:

- Attend client readouts, track follow-up requests, and provide ad-hoc deliverables
- Develop customized client presentations containing additional relevant analyses beyond those provided within the syndicated report

To provide assistance to marketing and business development

- Work with marketing and insights analyst to ensure that the report offerings are properly positioned in external materials
- Work within PipeDrive as needed
- Identify potential business development opportunities

### Key Deliverables

- Detail-oriented documentation of on-going syndicated questionnaires and reports
- Development of content to be included in the on-going publications
- Timely delivery of questionnaires, templates, and high quality/insightful report materials
- Active input into the strategy for the franchise including targeted clients/compounds, management of the advisory boards, working with patient advocacy groups and presentations at key medical conferences
- Customized client reports for read-outs and presentation of data
- Ad-Hoc deliverables based on the client questions/requests

### Education & Experience

- Bachelor's degree required; advanced degree preferred
- Required working knowledge and experience using Microsoft PowerPoint
- Comfort using Microsoft Excel and SPSS
- Experience in the pharmaceutical researched preferred but not required
- Extremely strong attention to detail
- Proven track record of writing skills, highlighting the capacity to explain complex therapeutic and commercial points
- Consistent track record of delivering against objectives
- Proficient writing skills

### What You Bring

- You are a self-starter who is comfortable working independently and without routine management supervision
- Your inherently curious mind will be naturally inclined to the scientific and the analytical
- You enjoy making progress towards your goals and are task oriented
- You embrace change and innovation, working collaboratively with teammates
- You have strong attention to detail and are flexible working across multiple projects at the same time
- You seek a working environment populated by dynamic professionals with a team-oriented approach to building a best in class insights business

### Other relevant information:

Compensation package includes competitive salary and benefits, commensurate with experience, as well as an annual bonus linked to franchise and company profitability. Some travel commitments to attend medical conferences and client meetings

To apply, please send resume and cover letter explaining why you believe you are a good fit for this role to [careers@spherixglobalinsights.com](mailto:careers@spherixglobalinsights.com).

### About Spherix

Spherix Global Insights is a hyper-focused business intelligence firm that leverages our own independent data and expertise to provide strategic guidance, so biopharma stakeholders make decisions with confidence. We specialize in select immunology, nephrology, and neurology markets. We are independent, unique, and essential.