

Research/Data Associate Company Description:

Five Star Professional conducts market research and grants the Five Star Award designation to the following professionals: Wealth Managers, Certified Personal Attorneys, Estate Planning Advisors, Real Estate agents Mortgage professionals, Home and Auto professionals, Dentists, and Health and Wellness professionals.

The Five Star designation assists consumers in selecting a service professional that other consumers have indicated provide exceptional client satisfaction and service.

Position Description: Five Star Professional is looking for a person to help conduct the research necessary for identifying the best professionals in various cities across the nation. In this role, you will verify professionals' contact and license information using Excel, then enter the data retrieved into Salesforce, as well as helping our research department with various additional tasks. This position offers a flexible schedule and the opportunity to work from home as well as in the office once up to speed on the job functions.

Primary Responsibilities:

- Look up contacts and licenses online
- Report findings into database spreadsheet
- Assist Research Department with other projects

Qualifications:

- Must exhibit basic computing skills
- Detail-oriented
- Able to work online with a dependable connection
- Must be self-motivated, dependable and disciplined
- MUST have Excel Experience
- Salesforce experience A HUGE PLUS!

Hours and Schedule: Hours will be spent mainly in our office with the option for additional hours worked from home. 30 hours a week in the office with the majority being during business hours.

Job Type: Full Time

Pay range: \$13-\$15/hr depending on experience