Tamara Harris LLC

Title: Marketing Research Assistant

Location: Montclair, NJ

Job Type: Full-Time

Compensation Type: Salary

Start Date: ASAP

Job Description: A privately held company located in Montclair, NJ with an unwavering commitment to supporting diversity is seeking a mature, smart, sophisticated and detail oriented individual with a strong work ethic and excellent research and communication skills who must be able to work on complex research, marketing, business development and other special projects. Candidate must be highly organized with attention to detail and a self-starter who can work well under pressure and deadlines. Candidate must be willing to handle all types of office duties on an as needed basis and possess excellent computer skills including Microsoft Office.

Primary Responsibilities: The position will include assisting the principal of the firm with market analysis, development of business opportunities, legal and other research, drafting and preparation of presentations and materials for book proposals, university classes, conference presentations and webinars, and client/prospect meeting preparation.

Qualifications: Must have a minimum of three years of work experience. Proficiency in Sway is a plus. Candidate must have a college degree from a state accredited college or university. Previous support of a senior executive or firm principal a plus.

Application Instructions: Please send cover letter, resume, and salary requirement to:

tamara@tamaraharris.com