

Market Research Specialist

Marketing Department

Summary: Covington is seeking a detailed-oriented Marketing Research Specialist to conduct market and competitive intelligence research, and to support the Firm's client relationship management program on a wide variety of research activities.

[Click Here to Apply](#)

Qualifications:

- Bachelor's degree in related field.
- Minimum of **three** years of experience performing business-related research and analysis on markets, industries, companies, and individuals.
- Experience in a law firm or other professional services firm environment.
- Familiarity with news, legal, business information sources, and a wide variety of interdisciplinary materials.
- Experience in performing legal analysis and issue spotting.
- Solid knowledge of legal issues by industry.
- Excellent writing skills at a professional audience level.
- Ability to set priorities, manage projects, and adhere to critical deadlines.
- Critical thinking, analytical skills, and attention to detail and accuracy.
- Integrity, accountability, and resourcefulness.
- Proficiency in MS Office software (Word, Excel, PowerPoint) required.

Duties and Responsibilities:

- Conduct, manage, and support the production of accurate client industry market competitive intelligence research, and analysis in support of pitches, RFPs, and a variety of other business development and strategic planning initiatives.
- Interpret and analyze research data and news developments, and distill them into concise, understandable summaries and graphic formats.
- Assist in the development of primary and secondary market research in support of strategic planning, and specific marketing initiatives, as required.
- Assist with the preparation of company profiles, bios, news research, and corporate transactional, regulatory compliance, and litigation reports.
- Conduct and/or participate in work product quality review and audits.
- Assist with any other duties assigned to fully meet the requirements and needs of the team/department.

Status: Non-Exempt

Reports To: Manager of Market Research

Qualifications (continued):

- Experience in InterAction client relationship.
- Experience in social media monitoring highly desirable.
- You must be fully vaccinated against COVID-19 by your hire date to be eligible for starting in the role. Proof of vaccination will be required. Covington will provide reasonable accommodation(s) based on medical or religious grounds for qualified candidates.

Covington & Burling LLP is an equal opportunity employer and does not discriminate in any aspect of employment, including hiring, salary, promotion, discipline, termination, and benefits, on the basis of race, color, ethnicity, religion, national origin, gender, gender identity or expression, age, marital status, sexual orientation, family responsibility, disability (including physical handicap), or any other improper criterion.