



Analyst Job Description

Who We Are:

Decipher (decipherglobal.com) is an HR solutions and market intelligence business serving investors, companies and law firms. Powered by deep-dive intelligence, next-generation analytics and technology, Decipher's investigative products and reports ensure better hires and acquisitions - every time - helping our clients grow safely and more efficiently. Headquartered in St. Louis, Missouri, Decipher's founders and advisors are all veterans of the legal, HR and technology industries.

Who We Are Looking For:

While we offer extensive training, preference will be given to candidates who have prior professional experience as well as a background in the following:

- Intelligence gathering & Investigations (internships, job experience, military training, social work)
- Cold-calling experience (political surveys, consumer surveys, sales, etc.)
- Legal knowledge (law school, attorney development experience, law practice, legal industry)
- Journalism (internships, job experience)

Bachelor's degree or equivalent required. Master's degrees and Juris Doctors, while not required, are a plus.

Responsibilities

- ✓ Breakdown of Functions:
 - Source Interviews (calls): 50%
 - Research: 15%
 - Analysis and Report Drafting: 20%
 - Internal Product Development: 15%
- ✓ Strategize and execute investigation assignments concerning partners and senior executives, as delegated by the Management Team.
- ✓ Gather market information, sources, and background information for each assignment (accomplished through multiple avenues, including paid and public databases, open-source web searches, and internal source research).
- ✓ Conduct source interviews (usually cold-call interviews conducted via telephone). Analysts must use intel, communication skills, and persuasion to maximize results.
- ✓ Draft a report emphasizing the relevant intelligence obtained during the research and interview phases of the project.
- ✓ Complete research, interviews, and report drafting within the agreed-upon time frame.
- ✓ Participate in presentations, brainstorm sessions, and product meetings (be prepared offer creative ideas, thoughtful insight, or constructive feedback).
- ✓ Deliver concise status reports on your current project during a brief daily meeting.
- ✓ Hours are generally 8:30 a.m. to 5 p.m. Monday through Friday, except for the occasional international investigation assignment, in which case your hours are adjusted accordingly.

Required Skills

- Excellent telephone presence, using utmost professionalism and discretion at all times
- Exemplary research abilities, that are both creative and thorough (including databases research, Boolean searches, and internet research)
- Capable of analysis and analytical thought
- Flexibility in day-to-day tasks as well as scheduling



- Exhibit high accuracy and attention to detail
- Strong communication skills (both written and oral)
- Capable working both as a team and independently
- Comfortable working within tight, immovable deadlines
- Ability to adapt to ever-changing methods, approaches, and functions
- Ability to maintain strict confidentiality at all times
- Comprehensive note-taking abilities
- Interpersonal communication skills
- Ability to multitask high-priority projects
- Capable of thinking outside the box
- Open to constructive feedback
- Time management skills

Salary: \$40,000-45,000, based on experience.

Comprehensive Benefits Package

- Medical Insurance (with options to purchase vision and/or dental)
- 12 days paid time off
- 10 paid federal holidays
- 1 week between Christmas and New Year's paid office holiday
- 401(k) matching
- Life Insurance and Long-Term Disability Insurance
- Annual discretionary bonus

Other Benefits

- Quarterly Anonymous Employee Feedback Surveys
- Annual Employee Review
- Casual Dress
- Coffee, tea, and snacks provided
- Periodic office outings
- Tight-knit, friendly office culture

If interested, please send resumes to Lara Glauber, lglauber@decipherglobal.com.