



POSITION ANNOUNCEMENT Market Research

Market Research Analyst Hybrid -Tacoma WA

APA – The Engineered Wood Association is seeking a Market Research Analyst with a passion for data and statistics and establishing contacts in the industry. The Market Research Analyst will provide market research support for collecting, compiling member production data and industry statistics, formatting reports and presentations, performing statistical analysis and coordinating projects. The Market Research Analyst will also manage the monthly dues income and collection process.

This person in this position will likely work in the Tacoma headquarters building and at home with a variable schedule, depending upon business needs at the time.

Essential Duties and Responsibilities:

- Gather and maintain quarterly and annual production statistics for all members and non-member plants in the US, Canada, and member plants in other countries.
- Gather, maintain, and prepare quarterly reports.
- Maintain knowledge of industry statistics and market research studies and assist the Market Research Director with answering questions about this information from member and non-member manufacturers, consultants, and stock analysts. Direct individuals to APA reports that are free to members or available for purchase by others through the APA website.
- Find and maintain contacts at each company and/or mill to facilitate the collection of data.
- Support the development of publications, including formatting tables, charts, and text as well as proofreading the document.
- Generate and maintain APA member records and reports associated with dues and income. Verify dues calculations as payment is received and balance at month-end to the General Ledger.

Qualifications:

Education

Bachelor's Degree in business administration, accounting, economics, statistics, or a related field.

Experience

- Five years' relevant experience in business, government, or related fields.
- Knowledge of forest products industry or manufacturing a plus.

Knowledge, Skills, and Abilities

- Expert in Excel, with experience in data analysis, pivot tables, and building charts and graphs.
- Proficient in PowerPoint and other Microsoft applications.
- Experience with PowerBI, Tableau, or other data analysis tool preferred.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and/or government regulations.
- Must be able to write and proof reports, business correspondence, and procedure manuals.
- Effectively present information and respond to queries from outside the organization.
- College-level statistics and excellent basic math skills are required. Requires the ability to apply concepts of basic algebra and geometry.
- Knowledge of general ledger, operating statements, accounting software, and financial reports is required.

Special Considerations:

All staff hired after July 30, 2021, must provide acceptable evidence of Covid vaccination or acceptable evidence of initiation of the vaccination process before start date unless they are exempt by federal, state, or local mandate.

APA complies with provisions established by the Equal Employment Opportunity Commission.

The Company:

APA-The Engineered Wood Association is the premier industry trade association that works with its members to create structural wood products of exceptional strength, versatility, and reliability. Combining the research efforts of scientists and engineers at APA's 42,000 square-foot research center with the knowledge gained from decades of fieldwork, and cooperation with our member manufacturers, APA promotes new solutions and improved processes that benefit the entire industry.

Benefits:

We offer competitive compensation and a comprehensive benefits program including:

- Paid vacation.
- Paid sick leave.
- 401(k) Retirement Plan.
- Medical, dental and vision for employee and dependents.
- Life and Accidental Death & Dismemberment insurance.
- Supplemental Life and Accidental Death & Dismemberment insurance.
- Long-Term Care insurance
- Supplemental Long-Term Care insurance
- Long-Term Disability
- Identity Theft Protection

For confidential consideration, qualified applicants should submit a cover letter and resume to hr@apawood.org. We thank all applicants for their interest. However, only those under consideration for the role will be contacted.

If you require reasonable accommodation in completing this application, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Manager by email at HR@apawood.org or by mail to HR Manager, 7011 S 19th St, Tacoma WA 98466.

For more information, please visit our website at www.apawood.org.

APA is an Equal Opportunity Employer.