

Now Hiring: Research Analyst

The Research Analyst will support the Department of Commerce's incentives and research programs through data coordination and program administration. The ideal candidate is detailed-orientated and demonstrates excellent written and verbal communication, organizational, and project management skills.

The Research Analyst will be responsible for the following:

- Maintain accurate and up-to-date records in internal systems for sales and property tax abatement data received from the Alabama Department of Revenue.
- Oversee the collection, tracking, and reporting of data related to the Alabama Development Fund.
- Generate reports as needed by management and stakeholders to support decision-making and program oversight.
- Provide administrative and operational support across incentive-related programs and initiatives, including coordinating follow-up actions and ensuring timely completion of projects.
- Contribute to the development, maintenance, and continuous improvement of external-facing data resources and reports, including those supporting new and expanding industry activity, ensuring accuracy and relevance.

Requirements:

- Bachelor's degree from an accredited four-year college or university in economic development, business administration, marketing, engineering, geography, or a related field.

Preferred

- Two years of experience in economic development.

Skills:

- Microsoft office, including expert skills in Excel.
- Salesforce preferred, but not required.
- Ability to communicate effectively, verbally and in writing.
- Ability to conduct research.
- Ability to follow established laws, policies, and procedures.
- Ability to set and meet deadlines and manage multiple projects concurrently.
- Ability to work flexible hours based on project needs.

Resumes may be submitted via U.S. Postal Mail or Electronic Mail to:

ATTN: Candice Sudduth | Chief Human Resources Officer | Alabama Department of Commerce
401 Adams Avenue, Suite 642 | Montgomery, Alabama 36130-4106

EMAIL: candice.sudduth@commerce.alabama.gov