



PR/087276 | Market Insights and Research Coordinator

Job Information

Recruiter

JAC Recruitment USA

Job ID

1586631

Industry

Retail

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

April 28th, 2026 05:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION TITLE Market Insights & Research Coordinator

POSITION SUMMARY

This position plays a key role in supporting the R&D function by working across market data, sales data, and customer data, and directly contributing to product development and the enhancement of customer experience. The role offers broad involvement, spanning market analysis, research coordination, customer care analytics, and laboratory support.

RESPONSIBILITIES

- Analyze U.S. and international consumer beauty market data
- Compile and report sales and shipment trends
- Coordinate qualitative and quantitative research activities, including focus groups, surveys, and product testing
- Support customer care analytics and data quality initiatives

- Collaborate with order management and online store teams to improve customer satisfaction and operational insights
- Maintain laboratory organization, inventory, and SharePoint-based data
- Provide administrative and analytical support for ongoing R&D projects

QUALIFICATIONS

- Bachelor's degree in Business Administration, Market Research, Business Analytics, Statistics, or a related field
- Entry-level experience (1–3 years); internships or academic projects involving data sets preferred
- Proficiency in Microsoft Office 365 (Outlook, Word, Excel, and PowerPoint)
- Experience with Power BI and Power Query is a plus

SKILLS & ABILITIES

- Ability to interpret and analyze data from multiple sources, including POS data, shipment data, and population data
- Ability to maintain a laboratory environment and manage data within SharePoint
- Strong project coordination skills, with the ability to manage multiple research projects in a timely and professional manner
- Strong capability to summarize industry insights and present findings to various internal and external stakeholders
- Ability to communicate directly with research participants and effectively coordinate interviews and focus groups
- High attention to detail and strong accuracy
- Excellent organizational skills
- Effective verbal and written communication skills
- Japanese language proficiency preferred but not mandatory

LOCATION Cypress, CA (Onsite)

EMPLOYMENT TYPE Full Time and Non-Exempt Classification

WORKING TIME M-F 8am to 5pm

SALARY Hourly Range: \$22.00 to 25.00 (DIRECT HIRE)

BENEFITS

- Health, dental and vision insurance
- Life and disability insurance
- Retirement savings plan
- Paid time off and holidays
- Opportunities for professional development and career growth

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Company Description