



Location: Wellesley, MA

Main Data Group Associate Account Manager

Client Services at Main Data Group provides individual client support for our executive compensation benchmarking and corporate governance tools. Through the Main Data Group cloud-based platform, clients receive compensation planning information, such as retirement plan data, wealth accumulation, pay mix analytics, CD&A-disclosed executive pay targets, performance awards prevalence and metrics, incentive plan performance that measure both realized and realizable pay, perquisites, claw-back policies and equity ownership guidelines, in addition to standard compensation planning information, including executive compensation, board pay, and equity dilution. This is an excellent role for those wishing to exercise and develop a number of skill sets including managing client relationships, executive compensation data analysis, leading projects, and designing presentations.

In this role you will:

- Provide client management and support throughout the client's annual membership
- Train new users on the Main Data Group Platform & Tools
- Monitor client use and their experience toward ensuring client's complete satisfaction
- Interact with both Engineering and Operations Teams communicating information on the client experience and opportunities for product/service enhancement

Applicants should have a strong orientation towards client management, data analysis, and project management. This role is deadline driven and requires strong attention to detail. The ability to work in a collaborative, team environment is essential. Ideal candidates will have prior exposure to the field of executive compensation and a desire to further their knowledge through our training and educational opportunities.

Additional requirements include:

- A Bachelor's degree
- Minimally 2-4 years of related experience
- Proficiency in Microsoft Excel
- Solid organizational and analytical skills
- The ability to work both as an effective and reliable team member and leader
- The ability to handle and safeguard confidential and sensitive information
- Strong knowledge of Microsoft Windows environment as well as MS Word and PowerPoint
- Experience using compensation information is highly desired but not required

Main Data Group offers motivated employees the opportunity for career growth through extensive educational, training, and development opportunities. We offer a career ladder with opportunity for upward career movement.

Additional Information:

Applicants must be legally authorized to work in the United States

We are an EEO employer