

Media Research Associate (m/f) - Berlin

Meltwater, a global software-as-a-service company, is looking to hire part time **Media Research Associates (MRA)** in Berlin. As a Media Research Associate you will work on updating and developing our media contact database by researching information about journalists and media outlets across a variety of fields, industries and markets.

This is your opportunity to be part of a growing team in a big multinational organization!

We are expanding our media content update team in Berlin and are looking for native speakers/language experts for the following countries: **Germany, Denmark, France** and **the Netherlands**.

Job Description

The MRA will be responsible for keeping our media contact database current and expansive. You will do this through researching media outlets such as newspapers, TV stations, blogs, and magazines to discover and contact journalists and bloggers. The research will primarily be done using online search engines, social media, email, and phone calls. The MRA will communicate with journalists to obtain information regarding their media careers, contact preferences, and contact information. The MRA will undertake specific projects relevant to the development of Meltwater's media contact database, working creatively to contribute new ideas to improve the research development process.

The right applicant will enjoy data processing and have an interest in public relations, journalism, and technology. You must be able to meet research targets under deadlines and be able to work under some supervision. The applicant will feel comfortable speaking with journalists over the phone and making updates directly in our software applications. We are looking for a candidate with a great personality that fits with the exciting work environment of Meltwater. We work with amazing clients and are looking for exceptional employees!

Additional Information:

- Part-time or student worker (20-30h/week)
- Students must be enrolled at university for at least one more year.
- Candidates must be authorized to work legally in the EU
- Be able to work out of our office in Berlin from Monday – Friday
- Starts immediately

Skills & Requirements:

- Full professional proficiency in at least one of the following languages: **German, Danish, Dutch, or French**
- Fluent in English (reading/writing/speaking)
- Attention to detail and accuracy in your work
- Strong ability to conduct productive research (internet, phone)
- Basic understanding and interest in traditional and new journalism
- Good computer literacy skills, familiarity with MS Excel and MS Powerpoint
- Familiarity with social media
- Interest in PR and communications - perfect for communications or journalism majors
- Self-motivated with ability to time management
- Outstanding commitment and winning spirit
- Enjoy working in a team
- Strong written and verbal communication skills

Are you the right candidate for this job? Apply at our [Careers Website](#). Application deadline is **March 25th**.

If you have any questions please email bettina.kerz@meltwater.com. Please do not send applications via email but apply at our [Careers Website](#).

About Meltwater:

Meltwater helps companies make better, more informed decisions based on insights from the outside. We believe that business strategy will be increasingly shaped by insights from online data. Organizations will look outside, beyond their internal reporting systems to a world of data that's constantly growing and changing. Our customers use these insights to make timely decisions based on real-time analysis. More than 23,000 companies use the Meltwater media intelligence platform to stay on top of billions of online conversations, extract relevant insights, and use them to strategically manage their brand and stay ahead of their competition.

With 40+ offices on 6 continents, Meltwater is dedicated to personal, global service built on local expertise. Meltwater also operates the Meltwater Entrepreneurial School of Technology (MEST), a nonprofit organization devoted to nurturing future generations of entrepreneurs. For more information, follow Meltwater on [Twitter](#), [Facebook](#), [LinkedIn](#), [YouTube](#) or visit www.meltwater.com.