

Job Specification

Job Title:	Data Processing Executive
Location:	London
Salary:	£20-£28k plus bonus

Research Now Plc is one of Europe's fastest growing businesses in the market research sector, and is a leading online fieldwork and panel specialist. With offices in Europe, the US and Australia, plus a growing network of consumer research panels in 20 countries worldwide, the business is a dynamic, fast-paced environment which offers a lively and stimulating place to work.

Reporting to the Data Processing Manager you will be asked to produce aggregated data reports in a variety of formats such as pdf, Excel, Word, SPSS, Memphis, as well as reformatting and manipulating data to prescribed formats. Research Now primarily uses Merlin however cross training from other packages will be provided if appropriate.

Responsibilities Include:

- Producing tables and reports according to specifications given by project managers or clients, using Merlin and other software
- Taking responsibility for meeting schedules and actively monitoring project progress
- Investigating data and reporting issues in a constructive, professional manner
- Attending meetings to plan and schedule projects and deliveries
- Responsibility in maintaining a high quality of work and professional conduct
- Responsibility for personal progression and training plans in conjunction with DP Manager

Required skills/attributes:

- UK Degree at least 2.2 grade or equivalent
- Excellent attention to detail
- Knowledge of scripting languages such as javascript, ASP, SQL
- Demonstrable knowledge of Merlin or other Market Research software
- Strong organisational skills
- Good communication skills, both written and oral
- Understanding and practice of agency market research
- Personality

Contact:

Please supply your CV and a covering letter addressed to:

James Eldridge at Research Now jeldridge@researchnow.co.uk

Unfortunately due to the high number of CVs we receive we are only able to respond to those candidates that we are able to take to the next stage. We wish everyone success in his or her job search.



Contact us for help or advice on any aspect of international online fieldwork or panels.

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The European Online Fieldwork and Panel Specialists