

Job Specification

Job Title: **Project Executive**

Location: **London**

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.

Overview of Job Responsibilities

Working under the supervision of a Service Delivery Manager, the Project Executive will take responsibility for the coordination of individual online projects and will be the day-to-day client contact for projects following handover from sales. The Project Executive will be responsible for ensuring the quality assurance process is followed for each project and the delivery of error-free data.

Responsibilities Include:

- Check questionnaire prior to scripting for suitability and adapt to online format, check screening criteria against project specifications, sense and routing checks, and demographic information required
- Brief survey programmer prior to set-up
- Check online survey is working and co-ordinate any amendments with client and programmer
- Co-ordinate questionnaire translation when necessary
- Specify sampling volume and selection criteria
- Write email invitation to the survey
- Clear survey for launch and co-ordinate email send with IT
- Monitor survey progress, update client, highlight any problem areas and propose solutions
- Co-ordinate survey closure and data preparation with DP
- Close project and inform finance and sales department.

Required skills/attributes:

The ideal candidate for this role should have the following skills and abilities:

- Client management skills - good communication skills, tactful, resolute
- Team player - the person will work closely with sales, DP and IT departments
- Good attention to detail
- High standard of numeracy
- Well organised - ability to handle several projects at the same time
- Work well under pressure

Preferred but not essential:

- Working knowledge of one or more European languages
- Online research experience
- Good understanding of data delivery formats and experience of checking and verifying data
- Understanding of survey scripting (CATI, CAPI, CAWI)

Limitations of the Role

Research Now supplies online sample, fieldwork and data to its clients. The majority of clients are other market research agencies. Usually it does not participate in the project design phase or the data analysis and reporting stage.

Contact:

Please supply your CV and a covering letter addressed to:

Suzanne Hogger at Research Now. Email: suzanne@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.