

Job Specification

Job Title:	Full Service Project Executive
Location:	London
Salary:	Industry Competitive

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, North America and Australia, plus a growing network of consumer research panels in 24 countries worldwide, the business is a dynamic, fast-paced environment which offers a lively and stimulating place to work.

Position Objective: Entry level position working under the supervision of the Service Delivery Manager/Team Leader. The Project Executive is responsible for the coordination and delivery of multiple online projects coordinating with internal teams to deliver projects on time and to high quality standards.

Department: Service Delivery Team

Reports To: Team Leader/Service Delivery Manager

Main Responsibilities Include:

- Co-ordinate project kick off with the client to check project specifications and schedule
- Working closely with Team Leader/Service Delivery Manager the primary duties are assisting and delivering the client project within time, to client specification and within the necessary constraints.
- Coordinate with internal teams ensuring timelines are met including programming, sampling, field times, data processing and quality checking.
- Coordinate questionnaire translation where necessary
- Check questionnaire prior to scripting for suitability and adapt to online format, check screening criteria against project specifications
- Check online survey prior to launch for suitability checking screening criteria and quota's against project specifications
- Specify sampling volume and selection criteria
- Monitor survey progress, update client, highlight any problem areas and propose solutions
- Manage and maintain project files with all relevant documentation
- Close project, informing finance for invoicing and IT for panel rewarding

Required skills and experience:

- University Graduate with a good degree
- Good attention to detail
- High standard of numeracy
- Well organized
- Work well under pressure
- Must to able to communicate effectively both verbally and in writing.

Attributes:

- A motivated professional
- An individual who asks questions, listens to answers, defines problems, finds solutions and facilitates/enables change
- A commercially aware individual who can identify the key issues
- A clear thinker, demonstrating meticulous attention to detail, strong organizational skills and who can operate independently
- A team player who can develop and maintain strong relationships and gain the confidence of other professionals both internally and externally
- The ability to support colleagues in an interactive fashion ensuring that specifications are agreed, targets set and deadlines achieved
- Online research experience is advantageous
- Good understanding of data delivery formats and experience of checking and verifying data
- Foreign language skills

Ability to:

- Communicate clearly and concisely, orally and in writing
- Communicate at all levels, both internally and externally
- To provide concise task lists and estimates to be used for project plans
- Establish and maintain effective working relationships with other departments and fellow employees

Contact:

Please supply your CV and a covering letter addressed to:

Suzanne Hogger at Research Now, shogger@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.