

Project Executive

Operations team



Our **Operations team** is the hub of Vanson Bourne, known for our reliability, proactivity and adaptability, we collaborate to efficiently bring our expertise to bear.

As a department we are responsible for project suppliers, proposal support, fieldwork timescales & scoping, survey scripting, project management, fieldwork and quality management, data processing & tabulations.

About the role

Project Executives manage fieldwork processes for our global B2B market research projects for our different service offerings (brand studies, market insight, research for content etc.). They work with internal teams and external suppliers to ensure we deliver research excellence on all projects.

Project Executives also consult on proposal opportunities to support our commercial team; collaborating to design research solutions and provide accurate and appropriate costs. They also support company initiatives and the training and mentoring of new team-members.

Key responsibilities include:

- Managing the fieldwork stage of our research projects, working with external panel and translation suppliers to direct traffic to the survey and ensuring that we meet fieldwork timings and requirements
- Managing fieldwork timescales & scoping, project team members and budgets; they undertake data processing and quality control checks on datasets in Excel and in our survey software (Forsta)
- Provide accurate and appropriate costs for proposals
- Support team and/ or company initiatives to streamline and/ or improve internal practices to support the company's strategic business objectives
- Support more senior team members to create and roll out training plans for new starters, and provide mentoring and support to more junior team members where appropriate

The type of person we're looking for

Collaborative

A strong communicator and team-player who supports other team members effectively. A problem-solver that works in partnership with others to achieve the required outcome.

Innovative

Someone who is outcomes-focused, enthusiastic to try new ideas and positively engages with change.

Consultative

Uses knowledge and expertise to advise on the best approach and is able to see the bigger picture in order to achieve team or company goals.

Efficient

Someone who demonstrates strong attention to detail and works to high levels of accuracy.

Reliable

An individual that can work independently to manage projects, budgets, deadlines and internal & external stakeholders.

Experienced

In online quantitative methodologies, ideally in B2B research, with a proven track record of successfully running research projects in and working with quantitative data.

What we can offer you

Salary

A competitive package, depending on experience and skill-level.

Holiday

25 days of annual leave each year, plus bank holidays off. Holiday entitlement increases in line with length of service (up to 30 days).

Bonus

New starters qualify to be included in the performance -related company bonus scheme after successfully passing their probation period.

Healthcare cash plan

Supporting employees with the costs of everyday healthcare (optical, dental, treatments).

Flexible working

Allowing team members to work from home with the requirement to work from the office a minimum of 20% a month. Working hours typically 9am-5pm with one hour lunch break, with core hours 10-4pm.

Development

Opportunity to study for the MRS Advanced Certificate in Market and Social Research, as well as the potential to lead/develop company initiatives and mentoring new starters.

Sounds good? Tell us about you.

[Send us your CV](#)