



Project Executive

The role:

Vanson Bourne specialises in Research for Content which means that Project Executives often get to see their work “up in lights” when it makes the press. This is a supportive role within the Research Consulting Team and is ideal for candidates looking for their first role in market research. Project Executives support Project Leads in all elements of the project lifecycle, from research design to analysis. As you gain experience, you will be introduced to more areas of the process, become involved in pitching and sales support activities and have more client contact. Within 18 months we anticipate progression into a Project Manager role, depending on performance.

Experience and capabilities:

- A relevant Bachelor’s degree at 2.1 or above. Research methodologies included within that degree is advantageous
- Competent with the Microsoft Office suite, especially Excel and PowerPoint
- Excellent time management and organisation skills
- Fluent in spoken and written English
- While not essential, a knowledge of the technology sector would be advantageous. However, a willingness to immerse yourself within the technology sector is essential



Benefits:

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

Bonus: Potential to earn up to 6% of their salary per annum, depending on individual and company performance

Healthcare cash plan: Providing employees money towards the costs of everyday healthcare (optical, dental, treatments, etc.)

Wellbeing: Regular employee activities to encourage a healthy mindset (remote and in-person). We have a social committee with a dedicated budget for creating teambuilding, wellbeing and charitable activities

Training: Support with gaining the MRS Advanced Certificate qualification after 12 months

We also offer an array of other benefits including: tech scheme, cycle scheme, season ticket loans, and death in service insurance

Working arrangements: Hybrid working allowing team members to work from home or the office. We anticipate that Project Executives will be in the office for at least one day a week, and more during their induction and probation periods. Hours are typically Mon-Fri 9am-5pm with one hour lunch break, with core hours 10-4pm. The office is walking distance from the train station, or there is free parking on-site

Type of person we're looking for:



Our values are courage, collaboration, drive, integrity and adaptability and we look for those attributes when hiring



A good team player, proactive in supporting other team members with their workloads when needed



An individual that can manage their own workload, communicate clearly and is keen to learn and develop

Interested?

Get in touch with us today!

vansonbourne.com/careers