



Research Executive

The role

A Research Executive is responsible for 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. Research Executives are responsible for project managing fieldwork timescales and scoping, project team members and budgets; they undertake data processing and quality control checks on datasets in Excel and in our survey software (Confirmit). They will also script surveys into our survey software. Research Executives are also required to provide accurate and appropriate costs for proposals. In the six-month probation period Research Executives have key milestones to achieve.

A Research Executive works in the Operations department, which is the hub of Vanson Bourne. The team is known for their reliability, proactivity and adaptability, they collaborate to efficiently bring their expertise to bear.

Continuous Professional Development (CPD) is offered through opportunities to study for the MRS Advanced Certificate in Market and Social Research, managing suppliers, leading and developing company initiatives (independent and cross-team collaborations) and mentoring new starters.

Previous experience required

- Minimum of 6 months (market) research experience, with knowledge of quantitative research methods
- Proven track record of running research projects in and/or working with quantitative data in a professional workplace
- Proven capabilities in at least five of the following key areas; accuracy and attention to detail, teamworking, proactive deadline management, proactive workload management, effective communication, knowledge of best practice



Benefits

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. Research Executives have the potential to earn up to 8% of their salary per year, depending on their own performance and the company performance which is paid annually

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

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

The type of person we're looking for



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



An individual that can work independently, manage their own workload, meet budgets for projects and communicate clearly internally and with external suppliers when needed



Suggests (and implements) improvements to processes within a team, a problem solver who can come up with new and efficient ways of working

Interested?

Get in touch with us today!

vansonbourne.com/careers

