

Research Management Assistant

Requirements:

- Bachelor's degree in Administrative Engineering, Projects, Administration, Marketing or careers related to logistics and project coordination, and/or related to market research.
- Full English.
- Minimum experience of one year in logistics, coordination and execution of projects.
- High resolution capacity.
- Monitoring of projects at multi-country level.

We offer:

- Employment stability.
- Opportunity for growth and development in the field of market research.
- All benefits established by law.
- Working hours from Monday to Friday and Saturday noon.
- Hybrid work, but due to the nature of the position you will have to meet with clients eventually.

Tasks to do:

- Control the quotas of the studies / Creation of field operation reports.
- Collaborate with the review of material to be delivered to the field.
- Provide training to the members of each area so that everyone is aligned on the objectives of the study.
- Being in the training that designs deliver to fields.
- Review codes, review base / Review qualitative filters.
- Follow up the validation department, as well as the other departments until the data is delivered to the Design team in charge of the project.
- Support with the audit of the field area supervisions.

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