


Project Manager - Field Services

i-Link Research Solutions • Sydney NSW 2000

 *Not provided*

 Work type
Full Time

 Contract type
Permanent


Job details

 Date posted
02 Jun 2021

 Expired On
01 Aug 2021

 Category
Marketing & Advertising

 Occupation
Market Research & Analysis

 Base pay
Not provided

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

 Desired education level
BACHELOR'S DEGREE

 Work Authorisation
**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

Perks

TRAINING

Skills

SELF MOTIVATED

PROJECT MANAGEMENT

MICROSOFT POWERPOINT

MICROSOFT WORD

DATA COLLECTION

DATA QUALITY

FIELD SERVICES

MANAGING PROJECTS

OPERATIONS

QUALITY CONTROL

Full job description

i-Link Research Solutions has an exciting opportunity for a Project Manager – Field services to become part of the Operations team in Sydney.

The role is responsible for managing projects directly and to ensure smooth data collection and quality control procedures are maintained.

The candidate must have excellent attention to detail and with excellent analytical and organisational skills and the ability to prioritise and manage multiple tasks.

This is a great opportunity offering a competitive remuneration package

including a generous bonus scheme directly linked to development growth and meeting specific KPI.

KEY RESPONSIBILITIES

- Project management directly with clients
- Overseeing data quality and datafiles
- Approving survey scripting/programming
- Liaising with internal teams and external clients
- Reporting to management
- Maintain systems and processes to ISO 27001 & ISO 20252 Standards and ensures compliance to the standards. (training provided)

ESSENTIAL CRITERIA

- Min 2 years' Project Management in research / data
- Highly self-motivated and hard working with excellent communication skills
- Excellent English verbal and written proficiency is essential
- University / tertiary qualification
- Advanced SPSS skills
- Some experience with Q Statistics is preferred but not mandatory
- Intermediate/advanced knowledge of Excel/Word/PowerPoint

To apply for this position please send a cover letter addressing the criteria of the position, along with your resume