

Qualitative Research Project Manager

Introduction:

Come join a growing team of bright colleagues committed to providing perfect data for healthcare research projects! SurveyHealthcareGlobus is a Global market research firm, with employees all over the world and branches in Idaho, New York, the UK and Sarajevo. SHG supports Healthcare market research by connecting researchers to our panel of over 2 million qualified healthcare professionals and overseeing the success of their projects.

Job Summary:

The qualitative team at SHG is the fastest growing team in the company. We are looking for intelligent, dynamic individuals who take pride in their work, love to make clients happy, and live by our core values. As a project Manager you would be responsible for planning, coordinating and executing project activity, maintaining frequent communication with internal team members, survey panelists, vendors, and external clients, and schedule panelists for survey interviews. If you can learn technology quickly, multi-task appropriately, prioritize what is most important and make adjustments based on changing requests, then this may be the job for you!

Benefits:

SHG offers frequent opportunities for advancement, continuous learning opportunities, supportive staff culture and a full benefits package.

Qualifications and Skills:

- 1-2 years of work experience in qual or quant research
- Industry knowledge of Market Research and Pharmaceutical/Healthcare industry preferred
- Bachelors or equivalent degree preferred (*Advertising, Marketing, Psychology, Anthropology, relevant field*)
- Proficient in Microsoft Office Suite
- Advanced skill in Excel and Word are preferred
- Ability to multi-task and evaluate appropriate priority, updating priorities throughout the day

Principal Duties and Responsibilities:

- Maintain and strengthen client relationships through exceptional service and consultation
- Schedule and book in-depth interviews for professional moderation
- Determine sample strategies to recruit the highest quality respondents within field timeline
- Collaborate with sample sources (both domestic and global) Interact with and manage vendor relationships

- Respond to time sensitive client inquiries, resolve problems independently and prioritize appropriately among multiple tasks
- Understand quantitative and qualitative research process