

Project Manager

FieldworkHub is a London-based market research fieldwork agency offering both qualitative and quantitative research services with a focus on quality and client service. We are looking for an experienced person to join our team as Project Manager to work with the directors and our Head of Projects to develop the business further.

The role is an exciting opportunity for the right candidate to join us to ensure that all our clients are well served, our network of reliable suppliers is expanded, and our projects deliver high quality insights on time and on budget. This role will suit someone who is a seasoned market research manager, has worked on large multi-market studies and has experience of delivering high quality of service – someone who is always ready to go the extra mile for clients. If you are an ambitious and experienced individual, who has the ability to seize opportunities and take ownership, then this is the right role for you.

What you'll be doing

- **Project management.** You will be expected to manage all aspects of fieldwork delivery for assigned projects from commissioning to close, including communications with clients and suppliers, preparation of screeners and profile grids, maintaining internal records and ensuring that all project work complies with the GDPR and industry codes of conduct, and financial management of your projects. You may be asked to recruit your own respondents for some projects so should be comfortable telephoning candidates to engage with them and ask them screening questions.
- **Client service.** You will be responsible for ensuring that FieldworkHub delivers excellent client service on all your projects and for building personal relationships with key clients that makes them want to work with FieldworkHub, and you, in the future
- **Organisational learning.** As you develop your knowledge and experience of managing projects at FieldworkHub, you will ensure learning from your projects is captured and implemented in future projects. You are also encouraged to recommend better approaches, systems and tools that others can adopt.

What you'll bring

- Experience in qualitative research projects desirable, but not essential:
 - Experience of managing external suppliers
 - Experience of managing multiple projects at the same time.
- Strong organisational and communication skills. You are someone who pays strong attention to detail and demonstrates excellent time management skills.
- An entrepreneurial spirit with an ability to think creatively and produce out-of-the-box ideas and solutions.
- An adaptable approach, being comfortable working in various industries, projects, and with different research methodologies.
- Proficient in Microsoft Office and/or Google Workspace



Why work for FieldworkHub?

Our people are key to our success and as a result, we support our employees to be the best they can be. This will be a unique opportunity to work on exciting international projects for the world's largest brands. You will learn many new things in a friendly and supportive environment.

Your health and wellbeing is also very important to us so on completing your probationary period, we will provide you with access to our private medical insurance.

When FieldworkHub does well, we believe in sharing the benefits with the people who have contributed to this success. Consequently, you will be eligible to participate in the company's quarterly bonus scheme and, once you have worked for the company for at least one year, its long-term incentive scheme (and any successor scheme).