

Company	Course5 intelligence
Position Title	Executive
Location	Andheri

OVERVIEW

Course5 Intelligence

We enable organizations to make the most effective strategic and tactical moves relating to their customers, markets, and competition at the rapid pace that the digital business world demands. Founded in 2000, our business areas include Market Intelligence, Big Data Analytics, Digital Transformation, Artificial Intelligence, and Analytics. Rapid advances in Artificial Intelligence and Machine Learning technology have enabled us to create disruptive technologies and accelerators under our Course5 Intelligence suites that combine analytics, digital, and research solutions to provide significant and long-term value to our clients.

More information can be found at www.course5i.com

Global Offices

United States | India | United Kingdom | Singapore | United Arab of Emirates

YOUR ROLE

You will be required to manage large volume of bids for market research projects of various scopes and a range of deliverables maintaining high level of process sanity, cost and quality control. A major focus of the role is building strong relationships with suppliers, improving our capabilities for field and reducing our out of pocket costs. This position requires good understanding of market research operations, online sample/panel and offline recruitment methodologies. As this role involves direct interaction with vendors, internal operations and sales, good communication skills, negotiation and high degree of relationship management skills are pre-requisites. As part of a vendor management team, you will report to a Manager – Vendor Management

SPECIFIC RESPONSIBILITIES:

Bidding/Costing:

- Collate feasibility and pricing from multiple vendors identified based on project requirements
- Prepare proposals for sales with best options on cost and feasibility obtained from vendors
- Negotiate costs with vendors based on project budgets, with an objective to keep expenses to minimum at all times
- Constantly monitor and update the pricing grid(s) to keep pace with the latest development of the platform and other tools of research

Agency/Vendor Relationship Management:

- Maintain vendor relationship with existing and new agencies & partners network across the globe for online sample, offline recruitment and translation services
- Identifying and empanelling new vendors based on methodology, niche market, nice audience targeting capabilities and quality focus

Delivery Support:

- Provide suggestion/consultation to sales or delivery teams on data collection methodology, technology platforms, project feasibility
- Coordinate and troubleshoot (as necessary) with the vendors and delivery teams to facilitate quality and time bound delivery to facilitate manage client expectations

Reporting:

- Maintain project billing tracker and manage all outgoing costs to ensure optimal profit margins
- Manage back-end processes to close out surveys and ensure operational efficiency - including keeping records of project and vendor performance to inform best practices for future studies
- Manage vendor Invoices and coordinate with Finance team for timely payout
- Update the vendor/agency database to ensure most accurate and up-to-date agency details & capabilities are available all the time. Keep a record of vendor experience, as well as vendor strengths and weaknesses
- Keep informed of industry trends as related to research methodologies

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- 1-2 years of prior experience in Market Research
- Degree in business (BS, MBA, MMR) in business management, or other applicable focus Good business writing and communication skills
- Excellent problem solver; ability to troubleshoot
- High level of numeracy and quantitative skills with Analytical & Methodical approach
- Ability to multi-task and prioritize in a fast-paced environment
- Attention to details
- Team player
- Self-starter with ability to learn quickly and thrive under pressure in a fast paced environment
- Knowledge of Office Applications (Word / Excel / PPT) is a must
- Familiarity with both Quantitative and Qualitative research methodologies is preferred
- Experience in Secondary Research
- Experience in writing proposals, preparing collaterals as per the research requirements.

WORK TIMINGS

US Shifts covering EST & PST