

<b>Position Title</b>	<b>Project Manager</b>
<b>Department</b>	<b>Project Management</b>
<b>Schedule</b>	<b>Full-Time</b>
<b>Location</b>	<b>Mumbai</b>

## 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](http://www.course5i.com)

### Global Offices

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

## POSITION SUMMARY

**You will be managing custom market research projects of various scopes and with a range of deliverables for multiple quantitative and qualitative research projects. A major focus of the role is building strong relationships with clients, direct interaction with vendors, internal operations teams. This position requires strong and clear communication skills, outstanding client service, dedication to company goals, and passion for quality.**

## SPECIFIC RESPONSIBILITIES

- Create & communicate project timelines to client and set delivery expectations
- Maintain project documentation including questionnaires, project specifications, data processing specs, data tabs and any other relevant documents
- Coordinate client requirements with survey scripting to prepare survey for launch
- Test survey link to ensure programming quality prior to link delivery to the client
- Coordinate multiple vendor setup ensuring project delivery
- Monitor the data collection process with close scrutiny on sample management, field progress and quota control
- Communicate regularly with vendors on project status and provide strategic guidance for successful project completion
- Provide regular updates to client on field progress
- Coordinate with the data processing team for data delivery and tabulation
- Coordinate the coding of open ended verbatim with the coding team
- Performing sanity checks on data files, tabulation and coded data before client delivery
- Conduct troubleshooting (as required)
- Communicate and escalate any change in project scope, delivery timelines and/or any internal quality issues to Managers
- Provide final invoicing details to Sales and Bids
- Keep daily timesheets

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Post Graduate with 1+ years of prior experience in Market Research
- Good business writing and communication skills
- 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