

## Job Description

<b>Company</b>	Course5 Intelligence
<b>Position Title</b>	Research Project Manager/Project Coordinator position
<b>Reporting to</b>	Director/Vice President
<b>Schedule</b>	Full-Time
<b>Work Location</b>	USA (Remote) – Willing to work PST timings

### 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 Applied AI, Big Data Analytics, Digital Transformation 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

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

#### Job Summary:

The Research Project Manager/Project Coordinator position is a critical role and will be focused on supporting one of our key technology vertical clients. We are looking for a strong professional with experience in project management.

#### Job Responsibilities:

- Assist our research team by helping recruit users through direct outreach and email deployments.
- Monitor email communications between Client and research participants.
- Assist in maintaining internal documents regarding best practices for working Research teams.
- Assist with the distribution of incentives for research conducted.
- Track and prepare study-specific information using databases, spreadsheets, and other tools.
- Ensure project documentation is completed in a timely manner and is maintained in the appropriate project files.
- Provide stakeholders with visibility and updates of current projects and resource use.

## Requirements & Qualifications:

- Has 1 year of relevant experience working in project coordination/ project management role—ideally working within research- or marketing team.
- Understands project and process management and is able to manage multiple projects simultaneously and adapt to changing priorities and schedules.
- Has a general knowledge of research concepts and/or processes.
- Is able to work with a all the stakeholders/ clients.
- Has strong organization and communication skills.
- Has experience with research software and tools (Qualtrics, user panel platforms etc.)—is a plus.

**Course5** is proud to be an equal opportunity employer. We are committed to equal employment opportunity regardless of race, color, religion, sex, sexual orientation, age, marital status, disability, gender identity, etc. If you have a disability or special need that requires accommodation, please keep us informed about the same at the hiring stages for us to factor necessary accommodations.

