



OMR Globus d.o.o.

Project Manager (m/f)

OMR Globus is a global healthcare market research company based in the United Kingdom and Canada. We are passionate about healthcare market research. On an individual project level, we use our wealth of experience to understand clients' requirements to provide real, actionable results. From full service research consulting, concept development and study design, to survey scripting, project management, fieldwork, data analysis and reporting across all channels, quantitative and qualitative. We are now looking for project managers to join our team.

Project Manager

-2 positions-

The Opportunity:

The Market Research Project Manager is responsible for managing and overseeing the end-to-end execution of online research projects while cultivating strong relationships with clients and cross-functional internal resources.

Key responsibilities include managing multiple projects simultaneously, handling sample management and data collection processes efficiently and effectively, and liaising with the client regarding set-up and fieldwork; troubleshooting; ensuring established processes are followed; and maintaining required documentation to deliver results that meet the highest quality standards. This role would suit a motivated professional who enjoys fostering relationships in a team setting, while embracing independent responsibility over their work. The Market Research Project Manager reports into a Team Lead or Client Operations Manager.

What you will do:

1. Manage all end-to-end project level details including:

- Coordinating and managing internal data collection activities to client specifications, on time and on budget.
 - Proactively contacts clients by phone and email to finalize project specifications and to provide consultative updates throughout the project life cycle.
 - Communicates with Account Lead and Operations Management to apprise them of study status and any issues that require help.
 - Ensures project design meets client needs by providing consultation to clients concerning online research best practices.
 - Maintains and manages individual project budgets in conjunction with Account Lead.
 - Identifies and communicates potential problems to appropriate colleagues to drive a resolution.
 - Manages third-party partners and outsourcing vendors to deliver the highest levels of client satisfaction.
 - Follows quality assurance procedures to ensure quality and accuracy.
 - Maintains positive working relationship with other OMR Globus colleagues, clients and vendors.
2. Develops an understanding of the company's product portfolio with an ability to facilitate and support the delivery of new and expanded products/services.
3. Works on a variety of client centric initiatives, internal initiatives, new product roll-out, training, training documentation and continuous education.

What you will need:

- Bachelor's Degree is preferable (Marketing, Statistics, Economics, Business or a related field are an advantage).
- Quality-focused with attention to detail and accuracy.
- Able to manage multiple clients and projects under tight concurrent deadlines.
- Excellent communication skills - specifically how to distill issues, manage client expectations, act as a trusted advisor and communicate in a timely manner under pressure.
- Reacts to change productively and displays a solutions driven approach.
- Strong teamwork ethic with an ability to adapt in a fast-paced, dynamic environment.
- Adept at using technological resources including MS Office including Excel, and an aptitude for using web-based survey tools.

OMR Globus offers a permanent and stable employment in a growing company with great working environment and atmosphere. Please note that this is a home based job and all communications and correspondence will be done through email and phone, using company's equipment and a company's online system.

If you want to become part of OMR Globus, please send your CV with photo in English on email info@omrglobus.com

Lokacija: Bosna i Hercegovina

Datum objave: 29. Aug 2016.

Datum isteka: 19. Sep 2016.