

LOCATION: Cheadle Hulme
JOB TITLE: Project Assistant – Market Research Industry
SALARY: £18-20k (pro rata) – Depending on experience
HOURS: Flexible – between 24 to 30 hours per week

BEAM Fieldwork is a small market research fieldwork company with offices in Cheadle Hulme, Stockport. Our mission is to set exceptional standards in fieldwork, becoming integral to the success of our client's market research projects.

Due to a sustained increase in projects and new business, we are currently recruiting for a Project Assistant to support our Fieldwork Managers to deliver market research projects for a variety of clients and brands. If you're looking for a fast paced, varied role, within a great team, then this could be the perfect role for you!

THE ROLE

The Fieldwork Manager is responsible for managing market research projects and ensuring smooth delivery from start to finish. As Project Assistant you will assist two Fieldwork Managers with their projects.

The role involves recruiting people to attend market research projects, managing suppliers, confirming appointments and booking venues. You will be communicating with clients and suppliers, and working to deadlines. The successful applicant must demonstrate:

- Exceptional organisational skills and able to multitask
- A pro-active ability to work under pressure and to deadlines
- Resourcefulness to think 'outside the box'
- Good computer skills including use of Microsoft Office software
- Confidence in using Social Media - Facebook and Twitter
- Good telephone and written skills
- Be adept in managing suppliers

Here's some great reasons to apply:

- Small friendly team
- Health benefit scheme
- Training and development opportunities
- 20 days holiday per year, plus birthday after year 1 and additional Christmas closedown days

If you're interested in applying, send us your CV, a covering letter outlining your skills and examples of previous work to amy@beamfw.co.uk