

Research Executive

Job Description

QMark Research

General Information

Position Summary: *Provides assistance with developing research programs to support the customer's marketing objective through qualitative and quantitative research.*

Reports to: *President, QMark Research*

Location: *1003 Bishop Street, 9th Floor, Honolulu, HI 96813*

Status: *Full-time regular, overtime exempt.*

Job Duties

Provides direction and oversees the completion of all research projects being conducted within predetermined timelines and budgets. Reviews quality of projects.

Provides prompt responses to requests for information by determining client need and background. Recommends best research techniques based on the client's objective.

Prepares project research proposals. Recommends additional projects based on client needs and goals.

Provides specifications and client directives to project coordinator based on approved proposal.

Presents research findings to client upon request.

Prepares and reviews client invoices to ensure accuracy and compliance with terms of contract/ or proposal.

Keeps abreast of new business opportunities through networking, seminars, etc.

Knowledge, Skills and Abilities

Education: Bachelor's degree in Behavioral Sciences, Marketing or related field. Master's degree preferred.

Experience: 3-5 years or more experience with consumer research or specific industry related experience.

This job description is not intended to be all-inclusive. The Company has the right to assign other duties as assigned by supervisor or management. Anthology Marketing Group, Inc. has the right to revise or change job duties as business needs arise. This job description does not constitute a written or implied contract of employment.

Employee Acknowledgement

Date