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www.viewpointservices.com

JUNIOR FIELD EXECUTIVE / ADMIN SUPPORT

About Viewpoint

Viewpoint is well known and respected Market Research Fieldwork company with over 30 years' standing.

We recruit consumers and professionals for all sorts of research projects – finance, hospitality, media, transport, travel and tourism, and we are recognised as leader in these areas.

Location

The position is based at Viewpoint's head office in Angel, London. The role will require both office and home working.

What is the job about?

We are seeking either a Junior Field or Admin Support person join us. The successful candidate will be bright, creative and organised and the role is an exciting opportunity to build experience and learn new skills – we are open to applications from those new to full time employment to those who are looking for work after a career break

Skills, experience and competencies

Experience

1. Computer literate
2. Good telephone manner
3. Good communication skills, both written and verbal
4. Solid administration skills
5. Ability to work under pressure
6. Good interpersonal skills
7. Good eye for detail

Personal Skills

1. Energetic, self motivated, committed and results orientated
2. Good interpersonal skills
3. Potential Problem solving intellectual ability, creative and analytical thinker
4. Potential Project management ability - able to command respect from both staff and clients.
5. Potential Business developer/generator
6. Team player, willing and able to support Viewpoint
7. Works well, is calm and controlled under pressure
8. Open to new learning
9. Flexible
10. Preferably educated to at least A level standard

Personal Circumstances

The Junior Qualitative Field Executive must be willing to be flexible about hours worked according to the demands of the job. Projects can involve tight deadlines and from time to time the role will involve working after hours to support the Field teams.

What is it like working at Viewpoint?

Viewpoint is an equal opportunities employer. We are a meritocracy, and the company culture is one where individuals can prosper dependent on performance, initiative and enthusiasm. We focus on bringing people up through the business; many of our senior staff started with us at middle or junior levels, including several Board Directors. There are no barriers to advancement for the right people.

We are a sociable company (and have tried to remain so during the pandemic) and place great emphasis upon teamwork and collaboration.

- We strongly believe that 'two heads are better than one' (if not three or four on occasion!), particularly when dealing with challenging work.
- Our social committee organises regular funded social events throughout the year including the Christmas party, an annual summer day out (these have previously included treasure hunts around the Tower of London, team cooking challenges, Go Ape in Battersea Park, white water rafting at the Olympic facility at Lee Valley), and other varied events throughout the year to ensure there is something for everyone.
- Our CSR (Corporate Social Responsibility) committee organise regular fund raising events for both national and local charities, such as a cake sale for Grenfell Tower, a Children in Need 'bikeathon challenge' (seeing which team could cycle the farthest on an exercise bike in a set time), decorating a local homeless shelter at Christmas and more.
- We are currently working towards B Corp certification. This is for businesses that meet the highest standards of verified social and environmental performance, public transparency, and legal accountability to balance profit and purpose.

Salary

The salary will be competitive.

Further details

Please direct your CV and cover letter to vacancies@viewpoint-field.com indicating "JFE/AS application" in the subject line. The deadline for applications is the 30th of June 2021

Please read our [Privacy Notice](#). By submitting your CV, you consent to us contacting you within the next few weeks regarding this and to the terms detailed in our Privacy Notice

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Viewpoint Benefits *

Generous annual leave

In addition to Bank Holidays, we offer 26 days annual leave; 3 of these must be taken between Christmas and New Year. The holiday allowance is increased by 3 days after completing 3 years' service, and rises to 5 extra days after completing 5 years' service.

Pension

All staff are automatically opted-in to the government's NEST pension scheme.

Get fit

We'll subsidise your gym membership (Ts & Cs apply)

Season ticket loan

Commuting can be costly. Let us cover the cost of your annual travel pass with a loan, and you can repay the money in instalments from your monthly salary.

Private healthcare

We'll pay 50% of the premium for you (and your family if you wish) to join our healthcare scheme. Your share of the premium will be deducted from your monthly salary.

Childcare vouchers

We offer the option to get a portion of your salary paid via tax-efficient childcare vouchers. Subject to changes in government regulations.

Free eye tests

Plus £100 towards the costs of new spectacles

Cycle to Work

If you want to cycle to work, we'll help with the upfront cost of buying a cycle through a cycle retailer. We'll buy the bike and/or equipment and reclaim the VAT. You repay the loan via monthly deductions from your gross salary, making it a tax-effective way to pay.

Giving back

We have an active CSR team, with regular opportunities to get involved with fundraising and volunteering activities for our designated charity, Coram.

Socialising

We organise monthly social events around London, including our annual Summer Day Out and Christmas Party. In the past, we've played zorb football, been to Flight Club, abseiled in the Olympic Park and baked with 'The Great British Bake Off' stars.

Referral bonus

If you recommend us to a friend who then works with us (and once the probationary period is completed), we'll give you a referral bonus of £500.

Refreshments

Free fresh filter coffee and just about every kind of tea you can imagine!

Flexible working

You can work at both home and in the office. You will be provided with a laptop to enable flexibility.

Please note that some of these benefits, other than holidays and pension payments, become available only after completion of the probationary period.*

*Benefits subject to amendment according to government regulation and business circumstance