



12-20 Baron Street, Angel, London, N1 9LL
020 3176 3101
www.viewpointservices.com

Job Specification

Viewpoint Field – Junior Field Executive

Overall

To handle learn all aspects of managing qualitative field projects.

Reporting to:

Team Leader

Person Specification

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

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 the Viewpoint Field Division
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.

Further details

Please direct your CV and cover letter to vacancies@viewpoint-field.com indicating “JFE” application” in the subject line.

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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