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Job Specification

Viewpoint Senior Field Executive

Overall

Responsibilities involve the overall management and development of the Qual team. Contribute to business development alongside the management team.

Reporting to: Team Leader

Responsibilities

1. Manage and lead field projects as appropriate to ISO 20252 and company quality standards within budgeted costs.
2. Oversee project administration, organisation and control in conjunction with the project team through all phases: commissioning, set up, fieldwork, validation.
3. Ensure all Field staff work continuously to a high standard and assist in further training and advice as and when required
4. Build client relations, liaise with clients and keep them informed for all aspects of the projects.
5. Prepare proposals and costs for projects.
6. Have knowledge in Quant, Qual and Online. Where knowledge is lacking actively seek information by using online resources.
7. Brief external project suppliers fully on project needs. Manage suppliers' delivery and quality control performance.
8. Contribute to business development, supporting the CEO in NBD activity and participating in credentials presentations as appropriate.
9. Support Viewpoint Field and help with management training and personal development of junior staff.
10. Be enthusiastic, proactively seek personal development.
11. Support the company team and company values to ensure total service to clients and a positive working environment.
12. Actively seek ways in which the Company can enhance its offering
13. Attend all staff meetings and make sure action points are delivered

14. Attend networking events and promote the company
15. Respect and promote the Market Research Society code of conduct. Keep abreast of MR techniques and industry trends.
16. Constantly seek improvements to the overall service delivery, particularly with regard to new technology/innovation.
17. Other duties in accordance with the demands of the job.

Person Specification:

Experience

1. Minimum 3 years Field Research experience
2. Computer literate
3. Experience of man management
4. Good telephone manner
5. Good communication skills, both written and verbal
6. Solid administration skills
7. Ability to work under pressure
8. Good interpersonal skills

Personal Skills

1. Energetic, self motivated, committed and results orientated
2. Good interpersonal skills
3. Problem solving intellectual ability, creative and analytical thinker
4. Project management ability - able to command respect from both staff and clients.
5. Business developer/generator
6. Team player, willing and able to support the Field teams
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 Senior Field Manager 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 "SFE 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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