

## Senior Project Manager, Public Affairs, Poland (GVA)

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Company: Ipsos

Location: Poland

Category: business-and-financial-operations

This is a great opportunity to take part in projects that cover various methodologies and various geographical locations. Under the guidance of the Research Director, key responsibilities will include:

Manage multiple research projects across a wide range of Public Affairs methodologies (offline & online)

Act as operational SPOC for the project execution from questionnaire set-up to end client deliverables (including, if needed, support in checking final client report deliveries)

Day-to-day contacts with Ipsos client service team for project briefings, project updates, report of quality issues and support for recovery, project timekeeper

Day-to-day communication with end-clients and client service team for all project management related matters (. material accuracy and material delivery dates, fieldwork updates, data quality)

Coordination of all operational tasks & suppliers involved in the project (material/questionnaire revision, Translation, Online/Offline field suppliers, coding, data-processing, GMU/analytics, charting and freelancers);

Data management :

Responsible to ensure full compliancy of the data (SPSS, codebook, codeframes, data map, etc) as per agreed specs and in line with client deliverables.

Develop and run relevant syntax and/or other processes to ensure data validation prior to launch, during fieldwork (interim/final), on final deliveries (SPSS)

Be the SPOC for technical discussion with client and operation teams when it comes to data related matters/queries

Fully accountable for project set-up and completion activities such as:

Accuracy of briefings/instructions to the various project stakeholders

Finalization and checking of field material (questionnaire, stimuli, lists, quota sheets, fieldwork instructions etc) and distribution to relevant stakeholders (Ipsos and/or local agencies)

Questionnaire link checking and validation

Supervision/monitoring of online/offline fieldwork, proactively liaising with fieldwork suppliers (IIS, local teams, etc) and provision of regular updates

For offline studies, leading the deployment of projects on Ipsos field portals and liaise with relevant teams (support, local teams, scriptwriters etc)

Coordination, supervision and quality checks of other project-related activities which include (but not limited to) translation, coding, DP, charting, analytics teams... along with validation of the various inputs & outputs.

Support CS team in preparation of DP material (DP specs, codebook, etc) and responsible for validation of DP outputs (dummy/interim/final data, tabs, topline, SPSS)

Open and regular communication with operations teams, local colleagues, client service teams and/or end clients

Compliance with overall project timings and internal deadlines

Compliance with internal Quality Standards

Contribution to project review meeting (escalating to senior management);

Compliance with Ipsos internal/administrative procedures

Mentoring, coaching, supervising other PM colleagues;

## QUALIFICATION, SKILLS AND EXPERIENCE:

The successful candidate will possess the following personal and professional background:

Graduate in marketing or business school ideally (but not compulsory)

Fluent reading/writing/speaking English

Project Management oriented,

Multi-tasking, with high attention to details,

International minded, team spirit and multicultural oriented,

Strong interpersonal communication skills; Solid in written communication,

Self-starter with outstanding organization skills,

Open minded, curious

At least 3 years of experience in quantitative research whether in a Market Research agency or on the client side

Knowledge of SPSS and ability to develop syntaxes

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