

Project Manager

Operations team



Our **Operations team** is the hub of Vanson Bourne, known for our reliability, proactivity and adaptability, we collaborate to efficiently bring our expertise to bear.

As a department we are responsible for project suppliers, proposal support, fieldwork timescales & scoping, survey scripting, project management, fieldwork and quality management, data processing & tabulations.

About the role

Project Managers independently manage the fieldwork for our global research projects for all Vanson Bourne's service offerings – managing project schedules and resources, delivering accurate and high quality data outputs for research for content, brand and marketing insight projects. Project Managers are responsible for quality management and accuracy on all projects they manage and where they supervise on other team-member's projects. They will share knowledge of best practice and industry standards across the team, as well as supporting the onboarding and development of new team-members.

Project Managers are involved in developing our operational processes and support the development of new products and services, with the potential to lead process developments and improvements within a specialist area (survey software tools/reporting tools/fieldwork management/key service offerings). They help to implement changes in line with Operations and the wider company's strategic objectives.

Key responsibilities include:

- Independently managing the project schedules and resources, ensuring all deadlines and standards are achieved
- Responsible for standards of work by supervising other projects, ensuring all outputs are accurate and high quality, while sharing expertise & knowledge across the team
- Supporting the commercial team with consultative proposal costings
- Involvement and potential to lead process improvements within the Operations function and across Vanson Bourne more generally
- Supporting the onboarding and development of new team-members
- Supporting or leading initiatives forward in line with team or company goals

The type of person we're looking for

Collaborative

A strong communicator and team-player who supports other team members effectively. A problem-solver that works in partnership with others to achieve the required outcome.

Innovative

Someone who is outcomes-focused, enthusiastic to try new ideas and positively engages with change, while considering challenges and new trends as opportunities to create successful business outcomes.

Consultative

Uses knowledge and expertise to advise on the best approach and is able to see the bigger picture in order to achieve team or company goals.

Efficient

Someone who demonstrates strong attention to detail and works to high levels of accuracy.

Reliable

An individual that can work independently to manage projects, budgets, deadlines and internal & external stakeholders.

Experienced

In online quantitative methodologies, ideally in B2B research, with a proven track record of successfully running research projects in and working with quantitative data.

What we can offer you

Salary

A competitive package, depending on experience and skill-level.

Holiday

25 days of annual leave each year, plus bank holidays off. Holiday entitlement increases in line with length of service (up to 30 days).

Bonus

New starters qualify to be included in the performance-related company bonus scheme after successfully passing their probation period.

Healthcare cash plan

Supporting employees with the costs of everyday healthcare (optical, dental, treatments).

Flexible working

Allowing team members to work from home with the requirement to work from the office a minimum of 20% a month. Working hours typically 9am-5pm with one hour lunch break, with core hours 10-4pm.

Development

Opportunity to study for the MRS Advanced Certificate in Market and Social Research, as well as the potential to lead/develop company initiatives and mentoring new starters.

Sounds good? Tell us about you.

[Send us your CV](#)