

A week in the life of a...

RESEARCH EXECUTIVE Singapore Office



Key tasks for the week ahead

- ✓ Conduct a quantitative interview
- ✓ Prepare slides for a report template
- ✓ Attend a report brainstorm session
- ✓ Provide recruitment updates to a client
- ✓ Prepare for a focus group session

Monday

Started the day by working from home, catching up on emails and planning for the week ahead. I then spent an hour **conducting a virtual quantitative interview with an Oncologist** in Singapore for a lung cancer study, to understand their treatment prescription drivers and unmet needs from pharmaceutical companies.

*The Senior Research Executive** who attended the interview session, shared his feedback, and encouraged me to take on more interviews to develop my interviewing skills.



***At Research Partnership we ensure all employees are supported by senior members of staff**

Tuesday

*Today was a hectic day!** I kept an eye on the fieldwork progress by communicating with the preferred provider via email to receive regular status updates. I then performed data checks on respondents to ensure accuracy of the data provided. I then started to **prepare logistics for an upcoming focus group discussion** on prostate cancer with patients.

I spent my afternoon analysing the living with Prostate Cancer Journal that a patient sent through in the morning. I also gathered insights that may be helpful for the Lifeworld journal.



***As a Research Executive you will work on 2-3 projects concurrently on a daily basis offering a variety of work**





Wednesday



Today I decided to go into the office and attend a report collaboration session for a contraceptive implant study. **Fieldwork and data processing for this study had to be completed in a timely manner**, as we are moving into the analysis stage.

During lunchtime, I took the opportunity to treat myself to the massage chair we have in the office, much needed!

After a lovely break, I had a meeting with a Research Manager and Director to discuss the overall story, key insights, and findings from the research. We then put forward and discussed a range of ideas about how to best present the findings and input them into the report template, in a visually engaging way.

Thursday



Thursday is our official day where all Singapore employees work from the office, it was lovely catching up with my colleagues! I really enjoyed our team lunch at a restaurant in the Central Business District area near the office.

Based on the findings and discussion from the report collaboration session the previous day, I spent the day **channelling the analysis and design drafts into a slide template for an upcoming report.**

Friday



Ended the week by working from home* to wind down.

I started my day by drafting a weekly update to send to our client regarding the status of a project, we always use a nicely designed template that the marketing team provides. In the afternoon I continued working on the contraceptive implant report and **populated it with insights ready for the Research Manager to review.** Before finishing for the day, I did a final scan of my inbox, to ensure all tasks were complete. Now time to enjoy the weekend!

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