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# Employment opportunity

## Quantitative Project Manager, London

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### Your role:

The role of Quantitative Project Manager is to cost and oversee the set up and management of research projects to ensure successful completion within best practices. You will also be expected to contribute to company operations processes; providing proactive ideas and plans about improving the efficiency of the project management function and projects.

### Key accountabilities / responsibilities

#### Compliance

- Ensure strict compliance with client, country and industry specific requirements.

#### Design and client contact

- Day to day client contact updating them on set-up/field progress
- Provide support in pulling together quantitative costings for proposals (overseen by Quantitative directors)

#### Fieldwork management

- Responsibility for the smooth running of fieldwork
- Pro-actively suggest solutions to fieldwork issues for project lead sign-off

#### Analysis

- Oversee the smooth running of analysis process / data processing:
- Managing DP and DPI, based on specs and templates provided by the project team
- Ensure analysis timelines are adhered to and suppliers are kept updated of any change
- Check interim and final raw data and data tables to ensure aligned with tab spec and project needs



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### Suppliers management

- Taking the lead in sourcing suppliers for quantitative projects; fieldwork, data processing, charting
- Support RP Field in leading some end of year performance reviews

### People / Line Management

- Provide support to senior management day-to-day with regard to the management of junior staff; development and implementation of company procedures / practices
- May be 2nd in control of management team / provide significant support to team leader / input for team, specifically (but not limited to):
- Day-to-day management of team members
- Develop and maintain positive team performance and attitude
- Ensure all team members receive appropriate training, personal development
- Ensure all team members meet their objectives
- Ensure all support the aims of RP

### Non-project related activities

- Be proactively involved in non-project related RP activities
- Run internal training courses

### Further information:

There is a 2 day a week in office requirement based at our fantastic HQ location in Fulham Green, directly opposite Putney Bridge in London; which boasts free state-of-the-art gym with showers, on-site café, panoramic river views, and landscaped gardens.

### About Research Partnership:

Research Partnership is a one of the world's largest pharma market research and consulting agencies. We have a collaborative, friendly culture with an expert, highly ambitious team of client-facing researchers, consultants and project managers.

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