



Job Description

PROJECT MANAGEMENT SPECIALISTS

Project Management is the art of managing all aspects of a project from project inception to project closure using a processed and structured methodology. The project management team is defined as a department that centralizes and fully owns the management of projects. Successful project management requires that Project Managers develop a strong working relationship with the client and key internal customers and organize and direct effective project teams for each study. Project managers work closely with survey programmers (SP), data processors (DP), Client Delivery Consultants (CDC's) and clients throughout the project lifecycle (pre-planning, production, quality checking, fielding and deliverable stages). Upon doing so, the project manager's role is to ensure that all objectives are understood by the team and are responsible for taking the lead in driving the project support team towards the common goal of: efficient production, seamless support, processes adherence and flawless delivery of data files within the agreed amount of time.

Role and Duties

- Ensure clear communication among all groups involved in successful delivery of projects. This includes day-to-day communication with clients; coordination with other client services groups, vendors and partners; and communicating project milestones to internal and external stakeholders.
- Set up and implement strategy for successful completion of new and on-going projects to be delivered on time, on budget and on scope. This includes project delivery timelines; effective sample plans; identifying project risks and developing risk mitigation plans; and managing changes in project scope and providing alternate solutions.
- Manage all post-delivery project needs including confirming project close with key stakeholders; debriefs and creating rebound opportunities; and assuring client satisfaction.
- Expand and leverage client relationships through understanding of client objectives; consultation during production process; participation in coordination calls and meetings;

Field work Responsibilities

- Organizing and leading Project kick off calls and briefings: Internal kick-off call with AM; External Kick-off-call with client
- Resource allocation and coordination (SP, DP, Translation)
- Project Schedule delivery adjusting, tracking and enforcing
- Ownership and management of project materials; consolidating and up-keeping; updating; distribution of materials to support groups.
- Sign off and ownership of pre and post field quality checks including, but not limited to:
 - Script review
 - Walkthrough
 - After programming QA
 - DP walkthrough/review
- Client communication and updating
- Driving, tracking and policing process adherence throughout the survey lifecycle
- Process and progress tracking
- Fieldwork and Sample management
- Sample Analysis



- Link set up and link management
- Quota Management
- Reporting
- In field and Post-field Project debriefs
- Project case studies upon error or friction

Requirements:

- College degree or position congruent working experience (2 years minimum)
- Excellent written and verbal English communication skills
- Proficiency in Microsoft Office, especially Excel
- Strong analytical skills with the ability to generate reports
- Ability to multi-task and perform well under pressure
- Desire to attain new skills in business, management and technology
- Willing and able to work flexible shifts including graveyard, weekends and holidays – (fixed days off – No shifting schedules)
- Consistency in strong work ethic

To Apply: Email cover letter and resume to: cebucareers@surveysampling.com