



## JOB VACANCY

### 1. Position Title: Quantitative Research Assistant Manager and Quantitative Research Manager

#### Company Overview:

Kadence is a specialist marketing research & consultancy agency operating across the world through our offices in Boston, London, Delhi, Hong Kong, Jakarta, Singapore, and Ho Chi Minh.

#### Designation:

### Quantitative Assistant Research Manager

#### Overall Responsibility:

To play a leading role in managing client accounts, as well as projects. An Assistant Research Manager has day to day responsibility for ensuring the smooth running of client accounts, for organizing the project team, maintaining contact with the client and ensuring projects are successfully completed, with objectives met. Depending on individual projects an Assistant Research Manager's role may be heavy involvement in day to day management of projects or may be more supervisory, overseeing and coordinating others within the project team.

#### Reporting:

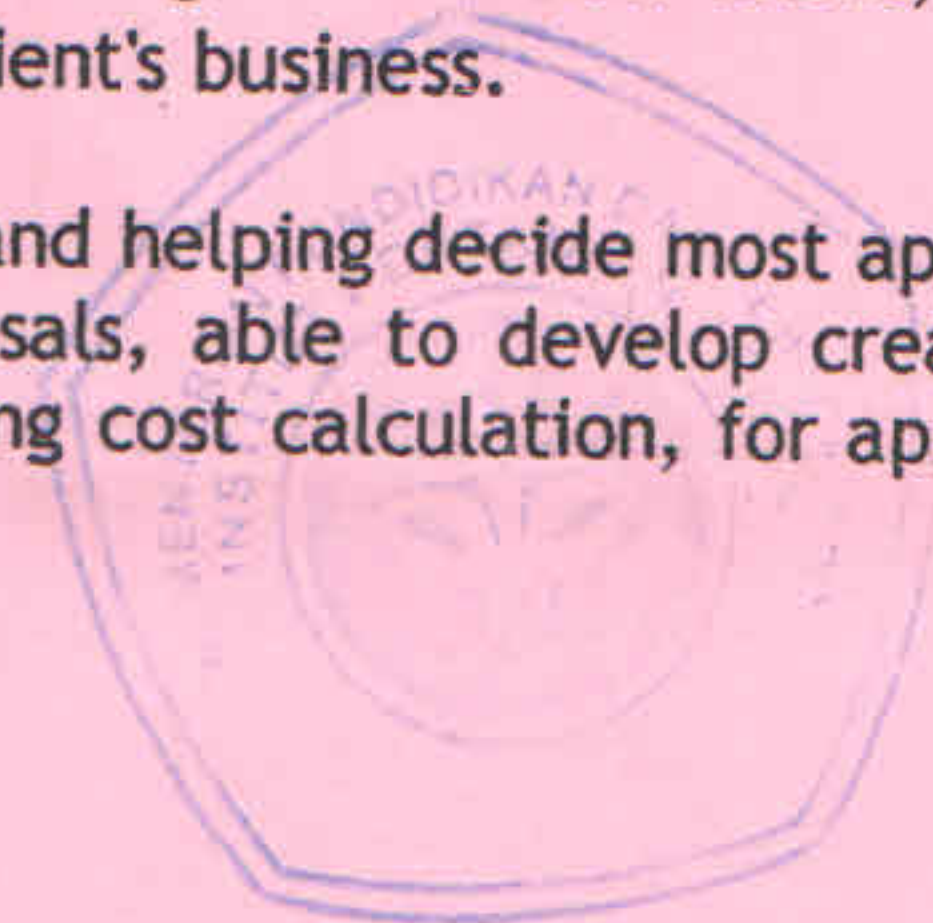
An Assistant Research Manager will be helping, working, and reporting to a more senior person who is assigned to supervise her/ him under a respective team.

An Assistant Research Manager will have two to three juniors (SRE/RE/MT) reporting to him.

#### Key Areas of Responsibility:

An Assistant Research Manager is expected to be more involved and actively contributing in meeting with clients. In terms of taking brief from clients, he/ she should be able to take details of enquiries, asking questions to understand the client's requirements and discussing options with the client, and recording the details of briefing meetings. For a new client, do basic homework to inform other members of the team on the client's business.

An Assistant Research Manager will be part of discussion and helping decide most appropriate research design, writing simple to more complex proposals, able to develop creative and meaningful sample design as well as to be able in creating cost calculation, for approval by



senior. He or she will also be responsible for writing effective discussion guides/ questionnaire without supervision, prepare the stimulus, discussing amendments with clients and incorporating them for approval by senior.

In regards to technical and admin jobs, an Assistant Research Manager must be able to monitor progress and giving on the job training to executives as required, keeping senior team members up to date with progress on projects, maintaining close contact with client and taking overall responsibility for all project management aspects and delegating tasks below Assistant Research Manager level as appropriate.

In the end, an Assistant Research Manager is required to prepare a report structure/ frameworks, undertaking analysis and interpretation, leading brain storming sessions, writing reports, liaising with the client to ensure report meets client's needs, attend client presentations, and where required giving all or part of a presentation depending on complexity and client audience, and being fully familiar with the details of the findings.

An Assistant Research Manager has to maintain contact with client at important stages of projects and between projects, supporting executives in their contact with clients, keeping track of developments within client's business and looking for opportunities for new business, and building strong relationship with clients.

Regarding Managerial skills, an Assistant Research Manager should be able to maintain business and company interest, train and manage executives on a day to day basis, conduct appraisals/ reviews of executives within his/her team, participate in the recruitment of new people (Trainee/Research Executive/ Senior Research Executive).

### Skills and Attributes:

An Assistant Research Manager should possess some skills and attributes which are reflecting Kadence Pillars (Passionate, Worldly, Dynamic, and Straight Talking).

**Passionate;** Trustworthy; Initiative and having project ownership; Proactive; Having good speed and quality of responsiveness; On time delivery; Hardworking/ going extra mile; Professional integrity; Developing business relationships with clients; Understanding and being up to date on the client's category which enables conduct of more effective research and the scope for recommending more research; Achieving business targets

**Worldly;** Desire to learn; Up to date with new techniques and exploring these; Build strong analytical skills; Develop presentation skills; Attention to details (accurate); On the look out for business leads and opportunities and following these up; Seeking and using competitor intelligence with a view to identifying and recommending new areas for research.

**Dynamic;** Team work skills (can work with others); Motivating, supporting, developing juniors and new team members; Training juniors/ new joinees; Constructive and solution focused problem resolution; Building a positive outlook and an approach to constructive resolution of

date with progress on projects, maintaining close contact with client and taking overall responsibility for all project management aspects and delegating tasks below Research Manager level as appropriate.

A Research Manager is required to prepare a report structure/ frameworks, undertaking analysis and interpretation including participation, leading brain storming sessions, writing reports, liaising with the client to ensure report meets client's needs, attend client presentations, and where required giving all or part of a presentation depending on complexity and client audience, and being fully familiar with the details of the findings.

A Research Manager has to maintain contact with client at important stages of projects and between projects, supporting executives in their contact with clients, keeping track of developments within client's business and looking for opportunities for new business, and building strong relationship with clients.

Regarding Managerial skills, a Research Manager should be able to maintain business and company interest, including attending quarterly meetings and input on management thinking, ideas, suggestions for development of business or process initiatives, quality improvements, train, coach, and manage executives on a day to day basis, conduct appraisals/ reviews of executives within the team, participate in the recruitment of new people (Trainee/Research Executive/ Senior Research Executive).

#### **Skills and Attributes:**

A Research Manager should possess some skills and attributes which are reflecting Kadence Pillars (Passionate, Worldly, Dynamic, and Straight Talking).

**Passionate;** Trustworthy; Initiative and having project ownership; Proactive; Having good speed and quality of responsiveness; On time delivery; Hardworking/ going extra mile; Making suggestions for ways in which processes or ways of working can be improved to enhance quality and helping to implement them; Professional integrity; Developing business relationships with clients with a view to identifying and recommending new areas for research; Understanding and being up to date on the client's category which enables conduct of more effective research and the scope for recommending more research; Achieving business targets; Achieving objectives set in assigned management tasks.

**Worldly;** Desire to learn; Up to date with new techniques and exploring these; Refine or invent new methods and exploring these; Build strong analytical skills; Develop presentation skills; Attention to details (accurate); On the look out for business leads and opportunities and following these up; Thinking of new business opportunities and contributing towards their realization (e.g Syndicated products, new sectors); Seeking and using competitor intelligence with a view to identifying and recommending new areas for research.

## **2. Position Title: Qualitative Research Executive, Quantitative Research Assistant Executive, and Project Management Executive**

### **Company Overview:**

Kadence is a specialist marketing research & consultancy agency operating across the world through our offices in Boston, London, Delhi, Hong Kong, Jakarta, Singapore, and Ho Chi Minh.

### **Key Responsibilities:**

#### **Qualitative Research Executive**

- Responsible for project set up and preparation.
- Conduct fieldwork including moderation.
- Generating finding from research data.
- Provide insightful report that inspires our client to make right marketing decision Together with senior researcher .
- Directly interact with our clients both local or regional clients on day to day basis and give regular project update.

#### **Quantitative Research Assistant Executive**

- Involve in meeting with clients for the briefs, taking and recording details of briefing meetings, accompanied by senior.
- Be part of discussion about appropriate research design, writing simple proposals and helping write more complex or lengthy proposals, discussion guides/ questionnaires, and recruitment questionnaire for approval by senior.
- Monitoring progress through data entry/ data processing.
- Assisting with admin task associated with project management.
- General day to day client contact email and telephone.
- Prepare a report structure/ frameworks, undertaking analysis and interpretation for review by senior, and being fully familiar with the details of the findings.

#### **Project Management Executive**

- Support Qual team in Project Management responsibilities.
- Coordination with field team on costing queries, briefing, recruitment, scheduling, recruitment progress update, fieldwork management, payment administration
- Venue booking.
- Travel/ transportation booking.
- Simtrans/ notetaker/ transcriber booking.
- Stimulus preparation.
- Outstation equipment preparation.

**Dynamic;** Team work skills (can work with others); Motivating, supporting, developing juniors and new team members; Training juniors/ new joinees; Constructive and solution focused problem resolution; Building a positive outlook and an approach to constructive resolution of issues among team members; Stress management of team; Creative thinking; Effective delegation and monitoring of delegated tasks; Care and attention to client and their needs.

**Straight Talking;** Effective listening and communication skills both horizontal and vertical Good writing skills; Good command (oral and written) of English; Encouraging a positive and constructive office atmosphere; Management of issues/ complaints; Moderating capabilities, including strong ability to relate to people at all levels and an effective/ flexible communication style

**Requirements:**

- Minimum Bachelor's Degree in ***Statistics/ Mathematics/ Economics/ Management/ Engineering*** or equivalent (QUANT)
- Graduated from reputable university with min. GPA 3.00 (scale 4)
- Fluent in English both oral and written.
- At least 3 year(s) of working experience in the related field in research company (ARM)
- At least 4 year(s) of working experience in the related field in research company (RM)
- Able to handle multiple projects and high load pressures.
- Ready to face challenges and work hard towards achieving professional excellence.
- Has exceptional analytical and logical abilities.
- Has good interpersonal and social skills.
- Full-Time position(s) available.

### **Requirements:**

- Male / Female, Maximum age 27 years old.
- Minimum Bachelor's Degree in *Psychology/ Sociology/ Anthropology/ Social Science/ Humanities/ Business/ Art/ Management/ Marketing/ English* or equivalent (QUAL)
- Minimum Bachelor's Degree in *Statistics/ Mathematics/ Economics/ Management/ Engineering* or equivalent (QUANT)
- Minimum Bachelor's Degree, Master's Degree / Post Graduate Degree, any field (PM)
- Graduated from reputable university with min. GPA 3.00 (scale 4)
- Fluent in English both oral and written.
- Fresh graduates/Entry level applicants are encouraged to apply (QUANT)
- At least 2 year(s) of working experience in the related field in research company (QUAL)
- At least 1.5 year(s) of working experience in project management in field supplier agencies/ research agencies (PM)
- Able to handle multiple projects and high load pressures
- Ready to face challenges and work hard towards achieving professional excellence.
- Has exceptional analytical and logical abilities.
- Has good interpersonal and social skills.
- Full-Time position(s) available.
- Able to handle multiple projects and high load pressures.

### **Why Join Us?**

Kadence offers attractive compensation and benefits packages.

If you meet the above-mentioned qualifications, please send your CV, a recent photograph, and supporting documents (please quote the position code on the subject and cite the reference of our job vacancies) within two weeks from the date of advertisement to:

#### **HRD Division**

**PT. Kadence International**  
Wisma Bakrie 2, 15th Floor  
Jl. HR Rasuna Said Kav. B-2  
Jakarta Selatan 12920

Or via email to [joinus\\_indonesia@kadence.com](mailto:joinus_indonesia@kadence.com)

[www.kadence.com](http://www.kadence.com)

Closing date 18 November 2015