

## Senior Project Management Specialist

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Company: GfK

Location: Bucharest

Category: business-and-financial-operations

### Description

**If you like to manage multiple global projects, if market research is something you will like to do in the future, this is the job for you.**

You will be responsible for managing multiple and complex inbound and outbound international research projects across all methodologies through external vendors and internal Operations departments. You'll stay focused in order to ensure that international project fieldwork is executed within budget, time and quality standards. You'll provide specific consultation on international research best practices.

We are looking for...

... a team player, an organized mind and a confident communicator, keen to work in a team with a friendly, international bunch of like-minded colleagues!

### You will:

Review international research proposals for all methodologies and work with operations groups to lead the generation of operational plans, bids and costs that reflect the work required to meet project objectives.

Contact field services in the appropriate global markets to obtain the most cost-effective price and highest quality work for international studies.

Centralize and manage all translation work to align with company quality standards and project

budgets.

Lead project kickoff meetings for all assigned studies to ensure all involved parties understand timelines, responsibilities and study specifications.

Support research project teams by leveraging relationships with overseas suppliers to facilitate communications, troubleshooting and issue resolution.

Coordinate operational aspects of projects including translations, programming, testing, fieldwork, coding, data delivery.

Provide advanced-level technical and operational expertise to business sectors on international operations processes and capabilities across all methodologies.

Partner with research and operations staff to address issues and/or make recommendations to improve performance on international research studies.

**You have:**

University studies (Economics, Marketing, Sociology is an advantage).

A minimum of 3 years Project Management work experience ( marketing research or related field ).

Good knowledge of Microsoft Office (Excel).

Advanced English level.

Worked in a fast-paced environment, meet all deadlines utilizing effective prioritization and time management skills.

Provide specific consultation on international research best practices.

Effective communication and decision-making skills.

Strong analytical and problem-solving skills.

Demonstrate adaptability and flexibility.

**Benefits :**

Exciting work environment that brings people together – our office is located near Aurel

Vlaicu Subway, with great fitout.

Flexible working schedule (3 days per week working from home).

Initial and ongoing trainings to support your development.

Opportunities for personal and professional growth

Food vouchers & Private medical subscription

Sponsored Gym Membership (7Card)

And much more...!

All documents will be treated in the strictest confidentiality.

Only short-listed candidates will be invited for an interview.

We are an ethical and honest company that is wholly committed to its clients and employees.

We are proud to be an inclusive workplace for all and are committed to equal employment opportunity, focusing on all of our employees reaching their full potential.

We respect and value every employee regardless of race, ethnicity, gender, sex, sexual orientation, age, personality, experience, culture, faith, socio-economic status, or physical or mental disabilities.

We endorse the core principles and rights set forth in the United Nations Declaration of Human Rights and the Social Charter of Fundamental Rights of the European Union, promoting the universal values of human dignity, freedom, equality, and solidarity.

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