

Create online surveys using specialist market research software. Learn to implement simple bits of JavaScript, HTML and Flash components from our File Library.

Liaise with team members, client companies and providers in order to meet exact project requirements and manage projects to agreed timings.

Key Responsibilities

To understand all aspects of projects, including any complex elements and the ultimate outputs required, to ensure accurate and timely execution of programming.

Programming of surveys and individual components to spec. agreed.

All surveys must be thoroughly tested by the programmer, another Qubiq programmer, the Project Team and the Client prior to launch. Any resultant changes must also be tested.

Clean survey data and hand over to Data Processing and Data Analysis with explanations to minimise errors and confusion.

Assist Senior Management with any other tasks as required, e.g. help to develop new methods and techniques.

Follow the procedures as described in the ISO Manual, to maintain a high quality of client service at every stage of the research process.

Promote, at all times, a pleasant working environment for all staff and workers in the group, fostering good relationships.

In order to fully develop into the role, you must demonstrate competency in key technical criteria:

Thoroughly understands how to use Conformat (specialist MR software for online surveys) including scripting, launching, managing quotas, using Reportal, and exporting data.

Understands how to implement bits of JavaScript, HTML and Flash from our File Library

Is a competent Excel user, learns how to sort, filter, write formulae.

Writes and tests databases with excellent attention to detail.

Very competent typist, comfortable using keyboard shortcuts.

Assembles all necessary materials for project management, liaises with the client and other departments as needed, with supervision.