

DATED:
April 23, 2024

PHRONESISPARTNERS

POSITION AND JOB SPECIFICATION

Executive-Panel Management

1. POSITION & CANDIDATE SPECIFICATION

The Company

Phronesis Partners is one of the largest integrated independent research agencies today. Through its global offices in Singapore (Headquarter), Noida, London and Boston, it delivers unique and actionable intelligence to businesses across the world. The company's mission is to "simplify growth" for its partners by giving them data they can rely on, intelligence they can act on and decisions they can execute for making a positive difference.

Phronesis has been enabling the world's largest financial services, consulting, publication and technology firms delivering over 700 + research projects annually. For more information, please visit our website: <http://www.phronesis-partners.com>

Job Responsibilities:

Manage the day-to-day field operations required to implement projects within their unique research design specifications

- ☐ Develop and maintain relationships with online sample providers and data collection agencies
- ☐ Capable of handling multiple mission-critical projects simultaneously without sacrificing quality or impacting deadlines
- ☐ Oversee the workflow, quality control, and day to day operations with liaison with internal departments and external entities
- ☐ Monitor recruiting and troubleshoot any obstacles in the field
- ☐ Serve as primary contact to vendors & Client contacts on all on-going projects and understand and respond to questions on content, basic data issues/questions, In-field statistics for online projects and report generations.
- ☐ Communicate regularly with vendors on project status and provide strategic guidance for successful project completion
- ☐ Keep a record of vendor experience, as well as vendor strengths and weaknesses.

Skills Required:

- Minimum Qualification – Graduation/Pursuing Final year
- Strong interpersonal skills and proactive communication with multiple members of a team.
- High level of numeracy and quantitative skills.
- Strong project management skills - including planning, budgeting, and the ability to balance and coordinate multiple tasks while delivering quality work on schedule.
- Ability to quickly absorb, retain and synthesize information.
- Proficiency in Microsoft Office Suite, including Word, Excel, Outlook and PowerPoint (preferred not a mandate)
- Working knowledge of SPSS (preferred not a mandate)

Screening Test:

- English and Aptitude Test (includes an audio test to check listening skills)
- Group Discussion
- Interview with Manager

Shift Timings

- UK and US (Including Night Shift)

Transport Zone

- Noida Sectors:
1,2,3,4,5,6,7,8,9,10,11,12,14,15,16,17,19,20,21,22,23,24,25,26,27,30,31,32,33,34,35,36,37,39,41,42,49,50,51,52,53,54,55,56,57,58,59,60,61,62,63,64,65,66,67,68,69,70,71,72,73,74,75,76,116,117,118,119,120,12,122,123, Gaur city 1 & 2
- Delhi: Mayur Vihar Phase 1 & 3
- Ghaziabad: Indrapuram

For Company Transport relocation to above areas is mandatory.

Personal Qualities/ Cultural Fit

- Highly motivated, results-oriented, self-starter who embraces a fast-paced environment; willing to go the extra mile to ensure client delight.
- Consultative mindset; evidence of a creative, innovative and forward-thinking mind; pragmatic and results-oriented, willing to advocate for his/her ideas; superior analytical skills.
- Team player with relationship-building and influencing skills; enjoys working in a collaborative, matrixed, professional environment.
- Excellent written and verbal communication skills; able to sell his/her vision/ideas; persuasive, well-organized, and compelling presenter - able to “tell a story”; the confidence and polish to present to an executive-level audience.
- Intellectually curious with a strong learner’s attitude; ability to understand key industry business issues and trends; a creative and imaginative problem-solver who demonstrates passion, patience, persistence and resilience to see things through.
- Ability to effectively prioritize to meet personal and firm goals.
- Unquestionable personal and business integrity, which reflects favorably on the individual and the company.

Location

Noida, India.

Note – All Candidates would be on boarded physically in our Noida office.