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# Example of Research Executive Job Description

Our company is looking to fill the role of research executive. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for research executive

* Offering support for all editorial and commercial needs for the CEE countries with focus on Hungary
* Manage supply and quality of data and software from Hungary and SEE peoplemeter data suppliers
* Manage supply and quality of data and software from Bulgaria and CEE peoplemeter data suppliers
* Explore further automation of the existing data runs
* Assisting in the coordination of all interviewing/research material (sample, questionnaire design/artwork/programming (CATI)/testing, outputs )
* Management of small projects throughout their lifecycle, including commissioning, daily project management, analysis of results and presentation of findings
* Support wider team with larger projects as part of a project team
* Ability to be very detail-oriented
* A commercial mind
* This position will primarily deal with quantitative research.A working knowledge of the following is strongly preferred in order to apply for the position

## Qualifications for research executive

* Mastery of online and other research related technology, such as Qualtrics
* Mastery of research-related technology such as databases, automation, and web site development
* Task orientation
* Intellectual curiosity about publishing industry processes and dynamics
* Ability to build productive relationships with outside vendors
* Ability to educate and train publishing professionals on preferred methods and techniques for information gathering, analysis, planning