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# Example of Research Executive Job Description

Our company is searching for experienced candidates for the position of research executive. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for research executive

* Managing executive’s calendars and telephone coverage
* Scheduling and coordination of meetings and video conferences
* Arranging travel for department
* Preparing expense reports for department
* Overseeing and processing department invoices and contracts with a mindful eye on the budgets and required processes
* Keeping track of team’s vacation and group calendars
* Previous experience working within a market research role – agency or client side
* Experience of ad-hoc/custom quantitative research and a sound grasp of data analysis software
* Strong grasp of basic research skills is essential – designing questionnaires, script checking, designing table specifications, table checking, data analysis / interpretation and charting of data
* Advantageous - Proven track record in delivering profitable research projects across a number of accounts/revenue streams

## Qualifications for research executive

* Ability to follow up on projects in a collaborative, cooperative manner
* Ability to motivate part-time employees doing repetitive data entry
* 10+ years of experience within Medical Device Clinical Research
* Very good knowledge and strong understanding of the Hungarian TV/ media market
* Relevant working knowledge & full exploitation of local peoplemeter data analysis system Arianna
* Ability to manage workload and to meet deadlines