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# Example of Research Executive Job Description

Our company is hiring for a research executive. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for research executive

* To get the opportunity to work in a client facing role and to know our clients and products
* To work creatively and collaboratively to achieve individual and team specific goals
* Liaise with internal colleagues to understand briefs and pas on critical information
* Validate and Verify date and questionnaire to ensure accuracy
* Close contact with clients, being present in meetings and weekly coference calls
* Knowledge in determining statistical samples to monitor the data
* Project presentations to clients with positive impacts
* Will work with the team in order to generate Insights that meets the client's necessity
* Support the Account Manager with proposal writing
* Adopt the GreenWorks model with a specific focus on the phases of Discovery and Impact to generate relevant and meaningful deliveries according to the planned deadlines

## Qualifications for research executive

* Interest in TV industry is a plus
* Detail-oriented and confident in working with numbers
* A flexible team player who can confidently manage the requested tasks of multiple people with diplomacy
* The candidate should have at least 2 years of experience in applied research (quant/qual)
* Demonstrated experience maintaining effective relationships throughout a large organization, effective teambuilding / teamwork with staff
* A persuasive communicator who possesses superior oral and written communications skills, effective organizational skills and ability to present ideas with power and persuasion