



# Example of Director, Research Job Description

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Our growing company is hiring for a director, research. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for director, research

- Lead a team of data researchers, including freelance project research staff
- Design web-based questionnaires
- Manage confidential bank client lists
- Maintain contact with survey respondents
- Provide regular status updates to bank contacts
- Provide regular status updates to the data team
- Develop/manage the Microsoft office based office solutions
- Liaise with Data team heads on final results
- Provide clearly presented final results ready for the publishing team
- Provide ad hoc and custom data queries and data reports as required

## Qualifications for director, research

- Experience in using regulatory data bases
- Minimum required education (with a background in medicine, science or relevant discipline preferred) is a Bachelor's degree or equivalent
- Proficient in computer applications such as MS Word, Excel, Publisher, PowerPoint
- Working with multinational clients, the incumbent will have sound marketing knowledge and have a thorough understanding of market research and will be tasked with the professional management of a number of teams
- Responsible for contributing team targets and objectives and for ensuring the office meets its financial targets while delivering a high quality of work managing the capacity of the office and ensuring that teams are correctly

