

JOB DESCRIPTION

Job Ref.: SCJA-011301

COMPANY	
Company name	PROMIND Research & Consulting Co. Ltd.
Contact	9 th Fl., Phu Nhuan Plaza bldg., 82 Tran Huy Lieu St., Phu Nhuan Dist., Ho Chi Minh City, Vietnam Tel.: + 84 8 3997 1919 Fax: + 84 8 3999 0126 www.promindvn.com promind@promindvn.com
Industry	Market Research
Description	<ul style="list-style-type: none"> - Established in 2004 by a group of individuals with diverse backgrounds from multinational companies to well-established local firms. - ProMind provides most reliable information and highest actionable consultation to businesses through our top standards and commitment.

JOB INFORMATION	
Job title	Research Assistant
Department	Research
Report to	Research Senior Executive or Research Manager
Work location	Ho Chi Minh City, Vietnam
Job summary	<p>To assist project manager to conduct research studies from receiving project briefs to finalizing reports.</p> <ul style="list-style-type: none"> ✓ Understand thoroughly project objectives; ✓ Prepare quotation, contract for project approval; ✓ Prepare all materials for projects; ✓ Prepare and translate questionnaires/ guidelines/ project instructions; ✓ Conduct/ Attend/ Supervise upcoming stages including fieldwork, quality control, and data processing so as to assure quality throughout the project; ✓ Go into field for observation; ✓ Prepare tabspec for standard projects; ✓ Make basic charts with little comment; ✓ Liaise with external clients during project execution; ✓ Liaise with other departments to assure project timeline and quality.

PERSONAL REQUIREMENT	
Qualification	<ul style="list-style-type: none"> ✓ Holds BA/ MA in economics, marketing, business administration, foreign language, psychology or sociology. ✓ Last-year student with outstanding performance will be seriously considered.
Experience	<ul style="list-style-type: none"> ✓ At least 01 year of experience in marketing or market research. ✓ Fresh graduates with outstanding performance will be seriously considered.
Skills	<ul style="list-style-type: none"> ✓ Proficiency in English, Vietnamese, and computer literacy ✓ Good analytical skills/ finding pattern behind the numbers ✓ Strong communication and interpersonal skills ✓ Good time management skill.
Personality	<ul style="list-style-type: none"> ✓ Pro-active, self-motivated ✓ Detail-oriented ✓ Fast-learning ✓ Able to work under high pressure and handle multi-tasks ✓ Good at observation, sharp at analysis.

Should you be interested in the position or require any further details, please contact us or submit your application at the above address.