

I. SUMMARY OF POSITION

Title: Project Coordinator

Basic Function(s): Responsible for supporting project teams in the coordination, management and execution of qualitative and quantitative market research studies.

II. DUTIES AND RESPONSIBILITIES

- Communicate key project details such as timeline/deadlines, field status and budget, and target any issues through project lifespan.
- Assist with the coordination and management of external vendors for domestic and international respondent recruitment, logistics, programming of online surveys, data processing, and entry into PowerPoint slides.
- Assist in developing market research study materials.
- Support research teams in performing quality control checks to ensure accuracy of materials and deliverables.
- Work under guidance of research teams to create report graphics, report templates and assist with report development.
- Ensure corporate compliance & thorough documentation.
- Prepare administrative materials.

III. SKILLS AND ABILITIES

- Ability to handle multiple projects in a fast-paced, deadline-driven environment.
- Excellent organizational skills with a high attention to detail.
- Good communication skills, both written and verbal.
- Ability to work collaboratively with clients and staff in a courteous and professional manner to achieve project-related and organizational goals.
- Effective time management.
- Client service oriented.
- Must be able to operate a vehicle and drive to client/(other office) locations as needed.
- The individual in this position must be able to constantly remain in a stationary position at a desk, while being able to constantly operate office machinery such as a computer, copy machine, etc.

IV. QUALIFICATIONS

- Bachelor's Degree required.
- 1-5 years market research industry experience preferred.
- Basic understanding of presenting qualitative and/or quantitative data.
- Proficient in MS Office; knowledge of SPSS preferred.
- Willingness and ability to travel out-of-state/out-of-country.

V: ABOUT THE COMPANY

- BioVid Corporation (www.biovid.com) is a leading pharmaceutical and medical device global marketing research and strategy consulting firm based in Bristol, Pennsylvania.
- BioVid offers competitive salaries and generous benefits packages including paid holidays, sick and vacation days, medical and life insurance, and a 401 k plan.
- Do you have:
 - ✓ A high tolerance for uncertainty? Because things change fast in this industry.
 - ✓ Intellectual curiosity? Because you can never know enough.
 - ✓ Esprit de corp? Because we work together, collaboration is not an empty statement.
 - ✓ A sense of humor? Because we work in a high-pressure, high stress environment and we need to laugh!
- Do you:
 - ✓ Love what you do?
 - ✓ Enjoy working in teams?
 - ✓ Push your limits?

✓ Focus on ethics and quality?

THEN WE WANT TO HEAR FROM YOU!