



## BIOVID IS HIRING

*Since day one, BioVid's formula for success has been to foster a collaborative, supportive culture where incredibly talented people are encouraged to be the best at what they do.*

If you are a highly adaptable person who enjoys collaborating with multi-disciplinary teams and playing an integral role in the successful completion of meaningful and influential research projects, we encourage you to explore our Project Coordinator role.

Your success in this role will be driven by your ability to learn quickly, to clearly organize detailed information, and to troubleshoot any unexpected issues that arise. Your aim is to create a smooth project experience for both internal and external clients while calmly adapting to the rapidly changing nature of the industry. You'll tackle projects from the ground up, moving teams through the process from start to finish, while gaining a deep understanding of how a successful market research project is completed. You'll rapidly learn, grow, and advance into an insightful market researcher in this highly sought-after entry-level position.



## WHAT YOU'LL DO

*While we invite applicants to help expand our thinking about the role based on what they can bring to us, the core duties of a Project Coordinator at BioVid currently involves:*

- Partner with internal teams, clients and external partners to ensure successful project execution.
- Communicate key project details such as timelines/deadlines, project status and budget.
- Assist with the coordination and management of external resources involving domestic and international recruitment, logistics and data collection, programming of online surveys, and data processing/entry.
- Consult with internal and client teams to understand study objectives and provide guidance on BioVid standards, compliance requirements, appropriate methodology and path to project success.
- Assist in the development of best-in-class project materials, including screeners, questionnaires, and discussion guides.
- Immerse yourself in all quality control processes and data processing activities across data collection & management and report production.
- Work under guidance of research teams to create report graphics/templates and assist with report development.
- Play a meaningful role in cultivating BioVid's company culture and evolution by participating in organizational initiatives (e.g., committees, innovation, client relationship building).



## WHO YOU ARE

*Who you are matters to us as much as what you do.*

*A BioVidian playing the role of Project Coordinator has the following traits and qualifications:*

- 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.
- Collaborative ability across all levels of staff and management.
- Effective time management.
- Client service oriented.
- Courage and flexibility to undertake projects in "new" areas.
- Bachelor's Degree required.
- 2+ Years market research industry experience preferred.
- Basic understanding of presenting qualitative and/or quantitative data.
- Knowledgeable about vendors, bidding, scheduling, & timing requirements for domestic/international, qualitative/quantitative research projects.
- Proficient in MS Office; knowledge of SPSS preferred.
- Willingness and ability to travel out-of-state/out-of-country preferred.



## MEET OUR CURRENT PROJECT COORDINATORS

*As part of our team, you'd be in excellent company. In our view, we have some of the best Project Coordinators in the business. Don't believe us?*

*Check out the LinkedIn profiles of two of our best and brightest.*

Jeanette LeNoir



Connor Roth



**HOW TO APPLY:** If you think you are ready to dive into meaningful, interesting research at BioVid, please send your resume and a cover letter telling us why to [hiring@biovid.com](mailto:hiring@biovid.com)