

PROJECT MANAGER

Job Description

COMPANY OVERVIEW

Ravel is a 20-person, thriving and growing full-service market research company, with amazing colleagues and clients. We are seeking an energetic, creative, resourceful project manager.

Ravel's brand is all about fresh thinking. We look for colleagues who want to try new things, who are resourceful and wise enough to know when to take a risk, and importantly—who are fun to work with. Ravel is a Results Only Work Environment (ROWE). Our workplace environment is one in which employees create personal goals that will help foster growth of themselves and the company. They make a commitment to specific outcomes and are responsible for achieving them. When, where, and how they do it is up to them. Our headquarters is in Minneapolis, Minnesota and typically, employees work remotely from their homes. All employees leverage technology to collaborate and communicate with each other, whether working in our Minneapolis headquarters, or from another location.

POSITION SUMMARY

The focus of this project manager position is to provide recruiting and field support and planning for Ravel, LLC research projects. The project manager will lead and monitor the process of project recruitment of respondent from kick-off to project completion. This role will best suit a professional that enjoys engagement in both right-brain and left-brain tasks.

Position Accountabilities

- Provide critical logistics information to project team/client
- Develop recruiting screeners
- Recruit respondents for qualitative projects including but not limited to calling, screening, scheduling, follow-ups, confirmations, and contacting late/no-show respondents
- Grow and manage internal respondent database
- Be on the lookout for new creative ways to recruit respondents
- Manage supplier database
- Collect signatures on necessary documents such as NDAs and HIPPA releases prior to fielding
- Coordinate with suppliers and focus group facilities throughout a project, including contacting for initial estimates, recruiting updates, respondent homework assignments, as well as any other project-related communications (i.e. special requests, video, meal arrangements, etc.)
- Put together all materials needed for fielding such as calendar invites to client team, profiles, and logistics documents
- Be available to help with fulfillment needs on in-home use tests
- Assist in project estimating and details including project costs tracking and expenses and client invoicing
- Other duties as assigned
- Perform essential functions of the position with or without reasonable accommodation

Preferred Qualifications

- Minimum two years of work experience, preferably, but not necessarily, in market research or marketing
- College degree in a related field
- Excellent communication skills, both written and verbal
- Comfort with courteously calling and speaking to people on the phone
- Strong project management skills and attention to detail
- Proficiency in Microsoft, Google and Adobe apps
- Ability to manage multiple projects simultaneously
- Ability to deliver on last minute requests with welcoming service

- Able to work flexible hours to accommodate projects and time zones

Work Environment

- Status: Exempt
- Department: Project Management
- Reports to: Qualitative Director
- This position has no direct reports
- Based out of Minneapolis
- The majority of the work is performed in a general office setting and/or remote setting in front of a computer
- Anticipated travel between 0% to 5% annually

Questions regarding this position can be addressed to careers@ravelresearch.com

Ravel is an Equal Employment Opportunity (EEO) employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status or any other characteristic protect by law and/or Ravel company values and policy.

