

# Research Executive

## London Team

**We're on the hunt for a client facing Research Executive to join our fast growing and award-winning agency. You'll be working on exciting projects for some of the biggest brand names in the world.**

### About Opinium:

MRS 2021 Agency of the Year. Winner of the MRS best place to work award three times, the Drum Best Place to Work 2018 & 2019, and the 2019 Women in Research Best Agency to Work Globally. Opinium is a strategic insight agency, that truly puts its people at the centre of everything they do.

Across our four offices in London, New York, Amsterdam and Cape Town, we help our clients harness the power of insight on a global scale to build, grow, promote and make strategic business decisions. We also use Opinium for good, working with multiple charities and volunteering.

### Our culture:

We really believe we have a unique culture which provides a stimulating, challenging and rewarding workplace whilst providing a supportive environment and focus on the wellbeing of our people.

*"When measuring success, revenue growth and employee wellbeing should go hand-in-hand. It's the only way to build an insight agency that clients want to work with. We've placed our people where they rightfully belong: at the heart of our business."*

**James Endersby, Opinium CEO, Chair designate of the Market Research Society**

### Your opportunity:

You won't be new for long. A job that can grow as quickly as you can – our headcount has more than doubled in the last two years and this is only the start.

This is an exciting and challenging role with great scope for development. You will be actively involved in working on projects across our Brand & Communications, Stakeholder and Product Development practice areas. You will join our smart and energetic consulting teams and perform a vital role in helping us shape and deliver actionable insights and stories, including direct liaison with clients. As you learn, grow and develop you will take on more and more responsibilities, including helping your teams with business development and growing the client accounts you are on.

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## Who we're looking for:

We are looking for people who are passionate, resilient, creative, authentic and are keen to learn, grow and develop their career at a top insight agency. You thrive as part of a team but are also confident working on tasks assigned to you. You relish the opportunity to help grow your accounts and the agency. You are passionate about market research and insights, as well as building close collaborative relationships with both colleagues and clients.

- Enthusiastic, with a flexible 'can do' attitude and a desire to develop and contribute to the agency's financial success
- A quick learner with the ambition to excel in order to grow your career
- You have an entrepreneurial mindset
- Strong numeracy skills and the ability to interpret data
- You enjoy building relationships
- You're proud of your strong team-working skills
- Highly developed organisational and time-management skills
- Proven ability to meet tight deadlines
- An excellent eye for detail
- Proactive and clear communication skills
- Good proficiency in Word, Excel and PowerPoint
- Good client facing manner
- Ambition to get involved with all aspects of our business is essential including internal initiatives

## After a thorough onboarding and training programme, and as you progress in the role, some of the general tasks and responsibilities you will excel in include:

- First review of questionnaires
- Development and checking of tab specifications
- Scripting and running data tables and cleaning
- Basic charting & charting for trackers in PowerPoint
- Checking data and reports
- Responding to client emails (e.g. about questionnaires, scripting)
- Preparation for debriefs / presentations
- Attending client meetings / pitches / intro calls
- Contributing to larger scale proposals in Word or PowerPoint
- Responding to new client briefs
- Costing for smaller projects
- Running general consumer projects and small custom projects from start to finish
- General project administration (e.g. booking in meeting rooms, note taking, invoicing, etc)
- Mentoring other juniors

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## Experience:

- 1+ years of insight agency experience would be beneficial

## What we offer you:

We have a wide range of wellbeing tools and initiatives so that you can be your best inside and outside of work.

- A thorough onboarding and training programme and the tools, resources and support you need to succeed and grow
- A career manager (who invests in and looks after your career)
- A collaborative and supportive team around you in London, and in New York, Amsterdam and Cape Town
- A host of exciting clients from large household name global brands, to exciting new start ups
- A truly flexible work environment, hybrid working with a focus on prioritising work-life balance
- A fun, inclusive and thoughtful company culture with a vibrant social calendar including regular agency drinks, our monthly lunch, social events and parties
- Competitive salary, annual leave, and an excellent pension scheme
- Benefits including life insurance, critical illness insurance, dental insurance, Bike to Work scheme, Season Ticket Loan, generous savings plans and a monthly wellbeing allowance (£60 per month e.g. gym, sports club, language classes), volunteering days, pre-paid vouchers for annual flu jab/eye test, annual health assessments, flexi start/leave, birthday come-in-lates or leave-earlies, WFH equipment allowance.

## Equal opportunity employer:

Opinium is committed to a work environment that is inclusive to all and free of discrimination. We are an equal opportunity employer without regard to race, colour, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression and genetic predisposition.

**If you think this role is for you, send your CV and cover letter to [recruitment@opinium.com](mailto:recruitment@opinium.com)**

**Thanks!**

Our **Recruitment Candidate Privacy Notice** can be found [here](#).