



## Employment Opportunity

<b>Job Location:</b>	Singapore
<b>Position:</b>	<b>Field Executive (1 year contract)</b>
<b>Division / Dept:</b>	<b>Operations</b>
<b>Brief Job Description</b>	<p>The successful candidate will be involved in managing the end-to-end fieldwork of a large scale project, from its start-up to the completion of the project, ensuring it is completed in a timely, accurate and cost effective manner.</p> <p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"><li>• Responsible to ensure that delivery of survey interviews are in accordance with the Company policy and quality standards, and completed as per project schedule.</li><li>• Responsible for managing the daily operations, including for example the provision of field updates to ensure datelines are met, ensuring projects are executed in accordance to project requirements, and preparation of project summary reports and other periodic/ad hoc reports.</li><li>• Involved in recruitment, interviewer work allocation, training and performance appraisal of interviewers</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Diploma holders</li><li>• Good communication skills, both verbal and written</li><li>• Proficient in MS Excel</li><li>• Good planning, organizational, delegation, interpersonal and supervisory skills</li></ul>
<b>Contact Name:</b>	Lim Shao Ming – HR Executive
<b>Contact E-Mail:</b>	hr.ipsossg@ipsos.com