

**\*\* NEW JOB\*\*** One of the world's largest PR firms is seeking a Team Assistant. Paying £21,000 and based in Victoria. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Team Assistant

Location: Victoria

Salary: £21,000

### **Key Responsibilities**

- Assisting in the design and execution of primary, secondary and digital analytics research projects, including but not limited to questionnaire design, media analysis, data checking and reporting
- Working on a number of different projects at the same time (normally in different subject areas and with different teams)
- Assisting in the management of fieldwork suppliers
- Drafting presentations, using visual storytelling
- Supporting senior members of the team with administrative and ad-hoc tasks

### **Key Candidate Requirements**

- An outgoing and 'can do' attitude
- A proactive and responsible approach to work
- A 'team player' who is willing to help colleagues whenever necessary
- Curiosity about what makes people think and act the way they do
- Attention to detail and the ability to examine a problem from different perspectives
- Logical and creative thinking
- The ability to argue a point coherently
- High level of organisational and time management skills, with the ability to prioritise tasks and respond to requests
- Clear and professional communication and writing skills
- Strong numeracy skills
- Well versed in social media, both personally and professionally
- Good knowledge of the MS Office suite- Excel, Word, and PowerPoint
- Previous experience in a market research is an advantage, but interest is a must have
- Fluency in other languages is an advantage

