



Project Manager

An MDRG Project Manager is one of the key positions responsible for moving the work through the firm on time and on budget. H/She is accountable for the day-to-day scheduling and activity of all assigned research produced by the firm.

This new hire will be located in our New Orleans office and is a full-time position.

Job Responsibilities

Project Management

- Working with vendors to obtain quotes and bids
- Creating Project Timelines and communicating them to the larger team
- Opening Projects and Planning Workflows and Tasks in Hive
- Monitoring Project Time Expenditures and progress against timelines
- Managing and securing different projects parts and maintaining organization for MDRG's Brand Health Score
- Owning the outsourcing process with vendors
- Owning routine processes and ensuring compliance across the quant team.
- Supporting operations with implementation and enforcement of security protocols
- Supporting operations with regular reporting of staff hours, utilization, invoicing and billing.
- Oversee resource allocation and identify problem areas in advance as work is planned for the organization.

Quality Control Roles

Detail checking survey documents

Survey link checking

Number Checking

Qualifications

- 1-2 years' experience managing deadline-oriented projects with multiple components and partners
- Agency or similar experience preferred
- Curious
- Strategic Thinker
- Team Player
- Advanced knowledge of PowerPoint
- Knowledge of Excel

MDRG Contact Information

If you feel that you are a good fit for this position, please email your resume and cover letter to: info@mdrginc.com.