



Project Coordinator

An MDRG Project Coordinator 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 is 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
- Managing routine ongoing projects (i.e. NPS)
- Owning the outsourcing process with Excavate Research
- Owning routine processes and ensuring compliance across the quant team.
- Supporting operations with implementation and enforcement of security protocols
- 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

- 0-2 years' experience managing relationships in marketing or research capacity
- Agency or similar experience preferred
- Curious
- Strategic Thinker
- Team Player
- Advanced knowledge of PowerPoint
- Knowledge of Excel