



Ipsos is looking for a Research Project Manager for European Public Affairs

? Who is Ipsos?

At Ipsos, we are proud to call ourselves the home of researchers! Because we are one of the world's largest market research companies with more than 18,000 employees and can be found in not less than 90 countries.

What team?

For our European and international clients - government, academic, non-profit and NGOs - we are looking to expand our team, so we can deliver on our promise to be their essential research partner for high caliber solutions that withstand scrutiny. The **European Public Affairs** Team is strategic unit in Ipsos with our core team located in Leuven. We are part of the larger Ipsos Public Affairs network that connects researchers from around the globe who are expert in designing and managing social multi-country research studies using the full range of quantitative and qualitative approaches. Leveraging on this network, the European Public Affairs hub in Belgium is dedicated to further growing the business of Ipsos in International and European Public Affairs.

Are you up for a hands-on job in Research?

🔍 What are we looking for?

We welcome applications from **experienced data-driven Research Project Managers**, with great **SPSS** knowledge! You are a problem solver, weighting benefits and risks of solutions to tackle unforeseen problems. Multi-tasking is your middle name, accuracy is your top priority and you enjoy working in fast paced environment.

- Demonstrable experience in research project management, with a minimum of 3 years
- Knowledge of statistical software SPSS is essential, familiarity with R and/or Python is a plus
- Advanced Excel skills essential, familiarity with designing macros in Excel is a plus
- Good time management skills and ability to work effectively across multiple projects and tasks
- Excellent organizational skills to prioritize tasks and manage a high volume of emails
- Highly proficient in English as we work in an international environment

★ What will you be doing?

As a Research Project Manager, it is your **mission** to make sure the client receives the **most reliable high-quality** data within the agreed timeline, so they can act upon it and are reassured that if under scrutiny our work cannot be faulted.

- Helping to grow the business by contributing to research proposals (budget calculation and writing)
- Communication with the client on a day-to-day basis when executing the project
- Delivering faultless and high-quality research projects: from scripting to data delivery:
For example challenge questionnaires on feasibility, syntax writing in statistical software, testing survey scripts, reviewing data for inconsistencies, contacting data providers to investigate to resolve issues, quality control, cleaning and weighting data, preparing data files and codebooks, coordinate automate reporting, ...
- Coordination of partners: translation, scripting, fieldwork, automated reporting, ...



Why is IPSOS a great place to work?

At Ipsos, we are intellectually curious and passionate researchers who set ourselves high standards and aim to work collaboratively to service our clients most effectively. As a company and as a team we are committed to equality, treating people fairly, promoting a positive and inclusive working environment and ensuring we have diversity of people and views. We recognise that this is important for our business success - a more diverse workforce will enable us to better reflect and understand the world we research and ultimately deliver better research and insight to our clients.

We offer

- A competitive package with benefits and a commitment to personal development where your efforts and achievements are recognized and rewarded
- A creative, busy, open and supportive working environment. Teleworking is part of our culture so the location of Leuven as HQ should not be an issue!
- The opportunity to get involved with innovative techniques in addition to more traditional research methods
- A real team-being spirit: Social, Human and Business-related activities with a strong focus on well-being!
- 28 days of holidays and 2 paid volunteer days
- Possibility to lease a bike at an advantageous rate
- We are a Sport Award winning company where we have a number of sportive activities (biking weekend, padel, golf initiation, ...)



CONTACT US!

Send your cv and motivation letter with reference 'Research Project Manager European Public Affairs' to Christine Tresignie - Christine.tresignie@ipsos.com, Kim DeCuyper – kim.decuyper@ipsos.com and Femke Maes - Femke.maes@ipsos.com