



PR/086949 | Project Manager

#### 募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1559979

業種

その他

雇用形態

正社員

勤務地

アメリカ合衆国

給与

経験考慮の上、応相談

更新日

2025年09月30日 10:52

#### 応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

#### 募集要項

POSITION TITLE Project Manager – Market Research

#### POSITION SUMMARY

The Project Manager collaborates with the PM team, regional business development team, and team leaders to ensure the delivery of high-quality research. They are responsible for managing project progress and maintaining quality standards. Working closely with the sales team and other PM members, the Project Manager conducts research that meets client needs effectively.

#### RESPONSIBILITIES

- Manage up to 10 projects simultaneously, ensuring high-quality delivery
- Oversee the entire project lifecycle: planning, execution, monitoring, and closing

- Collaborate with internal teams and communicate with clients and vendors
- Take full ownership of assigned projects, while co-owning others with shift teammates
- Monitor key project metrics (IR, Completes, LOI, SCO, QTF) and adjust strategies accordingly
- Analyze field performance and determine if additional invitations or reminders are needed
- Maintain detailed project documentation and share updates with co-owners and stakeholders
- Manage vendors supporting global research projects
- Set up and manage pre-screeners, mega quota groups, and automatic sampling tools
- Follow established processes and continuously improve project workflows

#### QUALIFICATIONS

- Minimum 3 years of project management experience in the market research industry
- Strong understanding of project management principles and best practices
- Excellent verbal and written communication skills
- Proven analytical and problem-solving abilities
- High attention to detail and ability to manage multiple priorities
- Proficiency in project management tools (e.g., Microsoft Project, Asana, Trello)
- Familiarity with data collection and survey platforms
- Ability to lead and collaborate with cross-functional teams
- Adaptability in a fast-paced, dynamic environment
- Strong client focus with a proactive approach to exceeding expectations

LOCATION Fully Remote Work

#### WORKING HOURS

- 10:00 AM – 7:00 PM (adjusted based on local time zone)

Candidates located in the Pacific Standard Time (PST) zone are preferred for optimal team collaboration.

SALARY USD66,000-78,000

#LI-JACUS #LI-US #countryUS

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会社説明