



Field Scope International is the innovative and energetic respondent recruitment and fielding agency based in London, New York, Belgrade and Sofia.

We aim to offer high quality fieldwork delivered at market leading prices, with seamless coverage on an ad-hoc or continuous project basis in the Western, Central, Eastern European and US markets.

We have a workforce of around 20 staff members and we are looking for energetic, enthusiastic, self-driven staff members who are keen to begin their career in the market research industry.

Job Vacancy:

## **Project Coordinator**

**For German market**

**Belgrade**

**As a Project Coordinator, your responsibilities include:**

- Utilizing multiple tools and approaches to identify the best respondents
- Investigating market activity in order to find adequate respondents and better understand new projects
- Calling prospective respondents
- Working on surveys for market research
- Performing data entry work
- Working on studies with various methodologies
- Dealing with admin project related issues



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**The right Project Coordinator will have:**

- University degree
- English language (level B2+)
- **German language (level C1+)**
- Wonderful telephone manner
- Enthusiastic nature
- Good communication and PC handling skills
- Good data entry and Excel handling skills
- Previous work experience (not mandatory)
- Good numeracy skills

**Working hours**

- Working hours are from 10am to 6pm, five days a week

An exciting opportunity in our dynamic and fast-growing business awaits the right candidate.

If you consider yourself appropriate for this position, please send your CV to  
**belgrade@fieldscopeint.com**

**Deadline for applications: 30.06.2018.**

Please note that only shortlisted candidates will be invited for an interview.