



Survey Sampling International Job Description

Job Title:	Panel Representative	Department:	ASE Operations
Supervisor's Title:	Director, Panel Management	FLSA Status:	Exempt
Grade:		Prepared Date:	March 2013

POSITION SUMMARY

On a global level, responsible for managing all panel related inquiries. Projects include improving panel databases, including proprietary, Affiliate Partner (APS), and full service Panel Service (3rd party) panels; ensuring the data quality and integrity of data is maintained, providing assistance with creation of new panels, managing intake and profile questionnaires, and email deliverability monitoring. Additional strategic projects will include those focused on technology developments, reporting and its relation to respondents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

These include the following. Other duties may be assigned at the discretion of management in the context of the role.

1. Be the first line of support for all panel related queries. Managing the queues for the Panel_Team and RS_Panel_Info support queues, working with the Panel Managers only as needed. (50%)
2. Assist Panel Team with profile design, programming, implementation and testing of all intake and screener programs. (30%)
3. Support the regional ASE teams in the setup and management of the panel asset for proprietary, APS and panel services sub-panels. (15%)
4. Collaborate with Panel Team on testing new software version, and approving new versions. (5%)

Education and Experience:

- University Degree (minimum Bachelor's degree).
- 2-3 years' applicable experience.

Specialized Skills:

- Strong knowledge of computers including Excel.
- Knowledge of databases, online research methodology and statistics.
- Strong analytical skills to work with data and define a clear database structure.

Accountability – Proven results while managing changing priorities as well as maintaining direction and focus through proactive planning and organized approaches to work in order to meet deadlines and manage time effectively. Must demonstrate strong attention to detail and be conscientious, reliable, and punctual.

Client Focus - Demonstrates a strong customer orientation, builds partnerships, and work well across functions in order to service internal and external clients in a timely fashion.

Communication Skills – Adjusting accordingly to demonstrate sensitivity to cultural differences while maintaining highest level of abilities in all aspects of communication, written, oral, listening and expressing ideas.

Critical Thinking - Understands business strategy and processes while able to applying to local objectives.

Leadership Skills - Ability to model behavior and attributes expected by others.

Team Work - Ability to work effectively independently and harmoniously within a team while communicating a “can do” attitude and positive outlook. Willing to pitch in and do more than is required.

To Apply: Email cover letter and resume to: cebucareers@surveysampling.com