



Trainee Assistant Field Controller

Permanent full time position

Fieldwork Department, PPL Insights, Crawley, West Sussex

PPL Insights is a market research agency working with food and drink manufacturers to help them make their products look and taste good. We conduct market research with consumers in the UK and internationally. This role is based in the UK at our Crawley office.

THE ROLE

Working in our Fieldwork Department you will be part of a small team responsible for assisting the team with organising and managing market research projects. This will involve:

1. Attendance at fieldwork planning meetings and subsequent planning of fieldwork.
2. Project organisation and notification; booking interviewer teams / venues / project equipment / IT equipment / couriers / incentives.
3. Controlling the costs of hall logistics in line with project budgets. Check invoices against quotes for outsourced field activities
4. Preparing field materials for printing questionnaires, quotas, appointment schedules, instructions, rotation, respondent lists, pay claims.
5. Programming and checking on-line questionnaires.
6. Preparing & agreeing supply lists with Project Managers & packing up projects for dispatch to fieldwork
7. Attending fieldwork in the UK, ensuring projects are conducted as required and problem solving any issues.
8. Booking in projects returning from field unpacking boxes and hall supplies/equipment, cleaning IT equipment checking that all valuable IT equipment is safely returned.
9. Checking & signing off pay claims and other invoices.
10. Making sure that all relevant IQCS quality control paperwork has been completed & field & booking additional external validation if required within the 6 week time frame specified.
11. Working with internal project managers to ensure clear communications throughout a project
12. Maintaining stationery and consumables for the whole company



The successful candidate will be able to:

- Work time efficiently, reliably and accurately to set deadlines
- Multitask without loss of efficiency or quality
- Adopt a 'Can do attitude'
- Work harmoniously within a team
- Use your common sense
- Apply yourself & work hard
- Have an interest in food and drink products
- Be a good communicator and have good organisational skills

Technical Skills:

- IT skills; Microsoft Office