



Ipsos is a global leader in survey-based market research activities, present in 90 markets and employing more than 18,000 people. Our passionately curious research professionals, analysts and scientists have built unique multi-specialist capabilities that provide understanding and powerful insight into the actions, opinions and motivations of citizens, consumers, patients, customers or employees.

In Switzerland Ipsos is the largest market research company; we are a team of 126, from more than 23 countries and based in Geneva, Basel and Root.

Our Public Affairs team based in Geneva is looking for a:

Research Executive/Senior Research Executive

The Research Executive/Senior Research Executive will have the following main responsibilities:

- Help in preparing proposal documentation for tendering procedures for the UN and other international organizations
- Work together with other team members as well as vendors to ensure the successful execution of projects
- Development of research instruments (quantitative and qualitative, manuals, supporting documents)
- Fieldwork management including coordination with fieldwork suppliers across the globe, within and outside Ipsos network
- Analyse qualitative and quantitative data and development of reports and presentations
- Attend and participate in client presentations and visits with other project team members
- Support other project team members in client servicing during the project cycle.

Desired qualifications, skills and experiences:

- University degree preferably in marketing research or social sciences
- Experience:
 - Research executive: A first experience in market research is expected
 - Senior Research Executive: At least 3-5 years' experience in a research environment
- Accountable for actions, commitment to meeting the expectations
- Ability to work in a team, flexibility and creativity
- Quick learner and independent in the context of an activity
- Great attention to detail but also ability to see the big picture
- Strong analytical skills, knowledge of SPSS statistical package is desirable
- Excellent report writing skills, ability to interpret results and generate insights



- Strong communication skills, ability to communicate in an assertive and diplomatic way
- Tenacity and excitement to work in a challenging environment with different teams and under time constraints
- Internationally minded, team spirited and multiculturally oriented
- Fluent reading/writing/speaking English – other languages are an advantage
- Strong PowerPoint, Word and Excel skills.

If you recognise yourself in this description, then please send your application by email to: Recruitment_Switzerland@ipsos.com.

Our career page and our vacancies in Switzerland can be found at: [Professional vacancies | Ipsos](#).