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# Employment opportunity

## Fieldwork Executive, Philadelphia

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### Overview

The role provides the opportunity for proactive management of fieldwork and mentoring of junior staff.

### Key Responsibilities

#### Compliance for all projects


- Sending out up to date compliance training materials to sub-contractors (agencies and freelancers) and ensuring certification is completed at commissioning stage.

#### Proposals

- Sourcing, obtaining and negotiating costs from external suppliers and panel providers for RP proposals (= providing accurate quotes and confirming feasibility to proposal writers before deadlines)
- Updating suppliers on the status of their quotes.

#### Fieldwork management

- Responsible for day-to-day liaison with fieldwork agencies, and project managers
- Source and commission freelancers for RP projects
- Act as main contact/bridge between project research team and fieldwork agencies
- Negotiate costs with external partners and confirm final costs on commissioning
  - Responsible for Quality Control of quotes submitted to Senior Management
- Manage Fieldwork agencies – ensure they are kept informed of all timelines and furnished with relevant information/paper work:
  - Create Service Agreement Contracts for agencies
  - Ensure that agencies are up to date with compliance requirements
  - Set up central locations using checklist i.e. FocusVision, schedule



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- Send weekly recruitment updates to Research Executive/ Senior Research Executive
- Manage all fieldwork requirements and troubleshoot field problems: proactively answering fieldwork queries regarding sample, timings or any project related issues, suggesting solutions and coming up with alternatives, anticipating project's steps, contributing in projects related meetings, challenging team if anything is unclear, etc.
- Ensure all fieldwork is conducted to time and budget and all agencies achieve the RP deadlines
- Responsible for monitoring costs during fieldwork
- Update the costs and commissioning sheet
- Collect, check and process supplier's invoices with PM/Directors' approval.

### Suppliers management

- Collating feedback on suppliers during project for final debrief
- Meet monthly with FMT (Freelance Management Team) to review freelancers' availability and discuss performances.

### CRM

- Update agencies and freelancers' info, rate agencies.

### Team support

- Mentor / coach Junior team members (Project Coordinators).

### Non-project related activities

- Engaging in office life in general:
  - on a practical level, e.g. picking up ringing telephones, maintaining common areas
  - on a social level.

### Further information

This is a full-time role, based in our US HQ in Horsham, Philadelphia, a suburb about 30 minutes from Center City. We offer formal as well as on-the-job training, competitive salaries, and opportunities for internal advancement, health benefits, and a 401K plan with company contributions. If you have the drive and dedication, the sky's the limit!

### About Research Partnership

We are the largest independent healthcare market research and consulting agency in the world. Trusted partner to the global pharmaceutical industry, we use our expertise and experience to deliver intelligent, tailor-made solutions.