



Job Description

1. Position Title: Data Analysis Executive.

2. Reporting to: Data Analysis Manager.

3. Location: HCMC Office, 217 Dien Bien Phu, ward 15, Binh Thanh district, HCMC.

4. Role Overview:

- Data Processing Executive is responsible for designing, executing and delivering research projects. The role of the DP Executive involves making decisions independently and to transfer knowledge and learning to team members. The DP Executive is expected to have a relatively broad understanding of the whole research process.

5. Primary Responsibility Areas:

- Responsibility involves ensuring that the project is completed in a timely and professional manner and that all deliverables to clients are of the highest standard. Specifically, an executive is responsible for:
 - Data analysis – learning and applying the basics of Survey Craft, SPSS, Survey Togo or Survey Gizmo to analyse project data.
 - Inter-Departmental project related communications
 - Attending management and interviewer briefings
- Data-Analysis for specific research projects:
 - Discussing analysis requirements with Project Managers;
 - Being accountable for data integrity and accuracy. This involves liaising with all people involved in the project, including both operations staff and project team members;
 - Being an expert in the use of Survey Craft/SPSS.

6. Job requirement:

- Are University/College graduate with major in Computer Science/related major;
- Have working experience in data processing in marketing insight;
- Have excellent Excel skill;
- Able to processing data run by SurveyCraft, SPSS;
- Have programming skill in SurveyToGo or Survey Gizmo is a plus;
- Good English skill;
- Have logical thinking, good time management and organizational skills, with ability to handle multi-tasks;
- Careful, honest, initiative, and able to work under high pressure.