

CBBI Division

Work Description

Title:	Research Intern	Salary:	TBA
Department/Group:	CBBI	Start Date:	1 May 2024
Location:	Rosebank	Position Type:	6 month contract
Work Description:			
<p><i>General Description</i></p> <p>Our CBBI team requires a highly motivated and focused individual to assist within as a Research Intern. The intern position is an opportunity to gain hands-on experience in the research environment through on-the-job experience. The candidate needs to be a logical thinker, pay the utmost attention to detail and be deadline driven.</p> <p><i>Overall</i></p> <ul style="list-style-type: none"> • Assist in building and developing the Consumer Behaviour and Business Insights Division • Support the CBBI team with day to day administrative and project management functions • An all-rounder with qualitative and quantitative research interests <p><i>Research Functions:</i></p> <ul style="list-style-type: none"> • Project management within stipulated time and budget constraints • Anticipate and manage bottlenecks and project delivery delays. • Draft questionnaires and discussion guides, with guidance • Draft supplier agreements and co-ordinate with suppliers on deliverables • Preparation of fieldwork material e.g. stimulus, schedules, briefing instructions • Attend client meetings and fieldwork/briefings as and when required • Charting of qualitative and quantitative analysis • Checking of charted data • Desk research <p><i>General Administrative Functions</i></p> <ul style="list-style-type: none"> • Document control • Formatting/creation of Word, Excel and PowerPoint reports (in keeping with BMi Research templates) • Checking of all supporting documents such as receipts, visuals, quotes and recordings. <p><i>Skills, Qualifications and Education Requirements</i></p> <ul style="list-style-type: none"> • Matric Certificate or equivalent, including good performance in English and Mathematics (excl Maths Lit) • Completed tertiary education in an appropriate field (eg Communications, Research, Psychology) • MS Outlook, Excel, Word, PowerPoint and Teams proficiency essential <p><i>Required Attributes</i></p> <ul style="list-style-type: none"> • Passionate about market research • Analytical (accurate, attention to detail) • Confident communication skills (articulate) • High level of personal accountability (professional) • Independent and creative thinking • Promote team spirit and group success • Strong problem-solving skills (self-directed) • Strong project management skills (energetic, proactive, punctual) • Experience in a coordination or team support role • Efficient time management 			
Approved By:	Michelle Daines	Date:	26 April 2024