

## **Vacancy**

### **Company Description**

Topline Research Solutions (TRS) is a Pan-African market/ing and social research consultancy ([www.topliners.co.za](http://www.topliners.co.za)) based in South Africa.

### **Research Executive Job Description**

TRS seeks a suitably qualified and experienced candidate to fill in the position of a Research Executive who will be based in Randburg, South Africa. This role will be primarily responsible for proposal writing, effective project execution from beginning to results presentation and project accountability (profitability analysis).

### **Requirements**

1. Tertiary Education: A Degree in any of the following disciplines: Research, Operations, Economics, Statistics Psychology, Sociology, Education or Business Management.
2. 3 years' experience in market/ing and/or social research project management with supplier or user organisations.
3. Highly computer literate in MS Office – Excel, Word and Power point and with demonstrated skills in project team (including Client) diversity management and research documents preparation skills (proposals, questionnaires, reports & presentations)
4. Demonstrated ability to work from home with good necessary assets (laptop, desk, internet connectivity etc)
5. Practical experience with managing market research projects in Africa will be an added advantage.

Remuneration will be commensurate with experience.

If interested please email your CV, motivation letter and certificates to:  
[mongi@toplineres.com](mailto:mongi@toplineres.com). Shortlisted candidates will be contacted for interviews.

Deadline for submission 25 February 2022