**Graduate Internship Programme – Employer Job Description**

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| **Job title** | Graduate Research Assistant (OPH) |
| **Organisation** | Opinion Hub Ltd |
| **Line manager who the intern will report to** | Eleisha Stevens Opinion Hub |
| **Is this role hybrid working or permanently onsite at your company?** | Hybrid; 3-4 days per week onsite |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| Not to be missed opportunity to join us in assisting brands like Nestle, Hellmans, Fever Tree, Mars to BMW, Bosch and Vaillant. |

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| **Main purpose of the job** |
| The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of aspects of the business.The post is to provide support for ongoing research projects at Opinion Hub Ltd.The post-holder will assist with planning and coordination of research studies and will be involved in recruitment of participants, data collection, analysis, and support for some of the administrative aspects of the research e.g., preparation and distribution of research materials. As well as hands on conducting some exciting central location tests and product taste tests onsite on behalf of well known brands.Graduate Interns will be supported throughout their internship with a programme of development and evaluation.  |

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| **What you will gain from this internship** |
| * Real insights and experience in start to finish research and fieldwork projects
* Working with some well known international brands as well as small start ups
* Real responsibilities and tasks set within respondent recruitment, planning, conducting fieldwork and some analysis
* Opportunity to join our management brainstorming sessions to both learn and add value and a different perspective
* Training and support
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| **Key areas of responsibility** |
| * Assisting our Project Managers, Researcher and Recruitment Manager with full cycle studies to ensure projects run smoothly on time and to clients' expectation
* Creating surveys, emails and forms
* Respondent recruitment
* Set up, set down, conducting on-site market research and in home research projects
* Handling data
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| **Skills/knowledge that would be desirable** |
| * Excellent communications skills
* Team player as well as able to work on own initiative
* Accuracy and eye for details
* Excellent time management
* Enthusiastic about people, business and research
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| **Recruitment criteria** |
| Graduate must have completed an undergraduate degree, BA/BMus/BSc/BEng/LLB etc. and be from the summer graduating class of June/July 2023. |

Updated: Jan 2024