

OPERATIONS ASSISTANT

Requirements:

- Graduate in fields related to Marketing, International Business, or Administration.
- Fluent in English
- High proficiency in Excel and PowerPoint.
- Excellent writing and grammar skills.
- Attention to detail.

Task to do:

- Manage projects with digital questionnaires.
- Coordinate project fieldwork.
- Manage project timelines (Schedules).
- Track daily project information (Production goals).
- Control project billing.
- Quote research studies.
- Request study costs.
- Review and compare quotes to ensure the best costs.
- Understand and be familiar with categories for quotes.



We offer:

- Hybrid work schedule.
- Full legal benefits.
- Professional growth opportunities.

Contact details

 www.mercaplan.com

 jobs@mercaplan.com