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## **Job description for Assistant Project Manager**

### **PSQ:**

Payment Service Quality (PSQ) is a small market research company performing field testing/auditing studies based on mystery shopping for the electronic payment industry.

The company is eight years old and is based in Bordeaux.

For more information please have a look at our website: <https://www.my-psq.com/>

### **Job overview:**

PSQ is recruiting an Assistant Project Manager, reporting to the Project Coordinator to assist with the management and delivery of a worldwide survey. The role will evolve over time starting with a six month training period. The applicant must be bilingual (English/French) as all internal and external communication is in English and French and the client is American.

The company has an office in Les Chartrons but working from home is also a possibility on certain days.

The Assistant Project Manager will work alongside the Project Manager who is responsible for all aspects of the study. He/she is expected to attend weekly conference call meetings with the client and to possibly travel once or twice a year to support the study or meet the client.

The proposed contract is a 12 month "Contrat à Durée Déterminée" starting as soon as possible.

### **Responsibilities Include:**

- Managing and supervising a team of several testers who carry out mystery shopping;
- Managing the delivery and resource planning;
- Updating customer requirements and preparing technical specifications accordingly;
- Performing quality control on the captured information;
- Submitting reports of the highest quality to the client;
- Keeping the Project Coordinator updated.

### **Qualifications/Skills Required:**

- Degree at university level;
- Bilingual in French / English – excellent professional English writing skills essential;
- Attention to detail;
- Highly organised;
- Communication and people management skills;
- Good time management – ability to prioritise tasks;
- Experienced with:
  - Microsoft office (Excel, Outlook, Word, PowerPoint...);
  - Project management;
  - Prior knowledge of market surveys or payment systems is a plus.

**Package:**

- 12 month CDD, with possibility to evolve into a CDI ;
- 35h p/week (5 days p/ week) – Flexible on start and finish times;
- Office based for a minimum of 2 days a week, office or home based for the other 3 days;
- 22.5k€ gross p/year;
- 25 days holiday per year;
- 300€ allowance for setting up office (desk, chair, secured draws, shredder);
- 200€ gym allowance;
- PC + phone provided;
- If home-based, landline and internet bills paid by PSQ as well as a contribution to electricity bill.

**Expected start date:** December 2019/January 2020 according to availability.

Should you wish to apply, please send your CV to [jobs@my-psq.com](mailto:jobs@my-psq.com). Many thanks.