
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. It is based in Bordeaux with a branch in San Francisco.

Job overview:

PSQ is recruiting a part-time 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 would be a 12 month "Contrat à Durée Déterminée" with a flexible start date during the first few months of 2020.

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.

Other:

- May have to support the Project Coordinator with ad-hoc company admin tasks and other projects.

Skills:

- Highly organised;
- Experienced with:
 - Microsoft office (Excel, Outlook, Word, PowerPoint...);
 - Project management;
 - Market survey or payment systems is a plus.
- Communication and people management skills;
- Dealing with priorities - good time management;
- Bilingual in French / English – Excellent professional English writing skills.

Package:

- 12 month CDD;
- 21h p/week (3 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 third day;
- 15k€ gross p/year;
- 25 days holiday per year pro rata;
- 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: First quarter of 2020.

Should you wish to apply, please send your CV to job@my-psq.com. Many thanks.