

Job Description – Senior Panel Associate

Overview

The primary role of the Senior Panel Associate is to achieve our recruitment goals for network healthcare provider (HCP) participation in Spherix Global Insights' research studies. The Panel Associate will be assigned to the specialty markets covered by Spherix Global Insights (dermatology, gastroenterology, nephrology, neurology and rheumatology). The position reports to the Associate Director of Panel Management and is based in Exton, PA.

Key Responsibilities

- Provide panel management support
 - Manage the HCP recruitment for research studies
 - Prepare files to process payments for our research participants
 - Maintain accurate contact information for existing HCP network
- Develop plans to encourage respondents to partner with Spherix Global Insights and participate in our 'in field' quantitative or qualitative research studies
- Coordinate recruitment and scheduling for qualitative interviews
- Provide daily status updates for all assigned research studies and collaborate with other departments to complete tasks according to schedule
- Assist in managing relationships with vendors to support HCP recruitment (i.e., sending bid requests, reviewing project status updates, setting up re-direct links in KeySurvey)
- Conduct target list match requests from franchise specialty teams
- Identify and recruit potential new participants to grow our 'research ready' HCP network
- Provide franchise specialty support
- Other duties as prompted by organization and department needs

Education & Experience

- Proficiency in MS Office (Excel in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Demonstrated professionalism in a customer facing role is preferred
- Survey software experience preferred
- Market research or project management experience preferred
- Related BS/BA degree

What You Bring:

- You are a self-starter who is comfortable working independently and without routine management supervision
- You are exceptionally organized and responsible
- You enjoy making progress towards your goals and possess an instinctively entrepreneurial business acumen
- You are not fazed by change and innovation and are able to manage between urgent and important tasks
- You seek a working environment populated by dynamic professionals with a team-oriented approach to building a best in class insights business

Other relevant information:

- This position will be based in Exton, PA
- The position reports to the Associate Director of Panel Management
- Compensation package includes competitive salary and benefits (health, 401K), commensurate with experience, as well as a potential annual performance-based-bonus for meeting performance objectives

Interested candidates should submit a resume and cover letter to careers@spherixglobalinsights.com.

About Spherix

Spherix Global Insights (www.spherixglobalinsights.com) is a hyper-focused market intelligence firm that leverages our own independent data and expertise to provide strategic guidance, so biopharma stakeholders make decisions with confidence. We specialize in select immunology, nephrology, and neurology markets.