



CANVASSCO
Connecting the dots.

Project Coordinator

We expect you to;

- Conduct desk research, identify relevant information, and check credibility of information sources
- Cold calling businesses and enterprises for face-to-face or telephone interviewing and interview scheduling
- Conduct mystery shopping through telephone or in-person at shops
- Recruit respondents based on a given criteria
- Co-ordinate with fieldwork or project team to ensure that a project run smoothly
- Co-ordinate with other country's project team for regional project assignment
- Business development by screening potential customers through cold calling to collect contact information and identify decision maker for marketing services
- Maintain client's and panel database and ensure that it's updated
- Manage administrative tasks including payment, expense report, recruitment, office management and other miscellaneous tasks
- Write a short blog article to share your experience through social media

Skills & Capabilities

- Thai/Indonesian Nationality
- Bachelor Degree in an analytical discipline such as Engineering, Business, or a related field
- Preferably having minimum 1 year experience in project co-ordination, event organizing, marketing activities, or business development, **fresh graduates** are welcome to apply
- Interested in B2B market research and social media marketing
- Demonstrate a high level of initiative, and be a self starter with a "can do" attitude. Strong common sense is compulsory
- Used to working independently and managing priorities to meet deadlines
- Curiosity to learn and understand how businesses work, and to implement continuous improvements
- Comfortable to work with numbers, and make and test assumptions and/ or hypotheses
- Logical thinking, and a capacity to learn quickly and respond well to changes and opportunities
- Excellent command of English language

Interested applicants are required to submit full detail of qualifications and experiences, **a list of the latest books you read**, specify if you are a MAC user, your LinkedIn page (if available), and your expected remuneration together with a recent photo to: contact@canvassco.com