



## Project Manager

### POSITION DESCRIPTION

uSamp is looking for Project Managers for its Encino, CA headquarters and Trumbull, CT locations. A Project Manager is responsible for managing all aspects of a project. The Project Manager is accountable for successful project execution and will collaborate with members of several operational teams, and account management to ensure that project objectives are understood by the team and are successfully delivered. Successful project management requires that PMs develop strong working relationships with internal and external clients. The PM must proactively trouble shoot and propose effective solutions while maintaining strong relationships with the stakeholder teams across North America and support teams offshore.

#### *Key Responsibilities include:*

- Manage full service, sample only, ad-hoc, tracking, national and international projects.
- Set up and implement new and on-going projects
- Set client expectations
- Set project delivery timelines
- Ensure clear communication and outline of project requirements and timelines with other teams that are related to complete and successfully deliver project
- Project coordination with other client services groups (e.g. survey programmers, data processing, sample management, partner management, off shore team)
- Project coordination with external partners such as, but not limited to, translation agencies and network partners
- Ensure timely delivery by all groups involved in all project phases
- Provide timely status reports, project analysis, and recommendations
- Prepare invoices upon completion of the project.
- Proactively identify project risks and develop risk mitigation plans
- Ensure that projects are delivered on time, on budget, and meet the client's requirements
- Perform all other duties necessary for successful project completion
- Work with project team and manager to remove barriers that prohibit successful project execution
- Ensure that client needs and project objectives are consistently met
- Perform Customer Relationship Management and Team Work
- Develop and maintain strong relationships with assigned account teams
- Understand key client issues and objectives



## REQUIREMENTS/QUALIFICATIONS

### EDUCATION

- College graduate

### EXPERIENCE

- 1+ year(s) experience in related field
- Strong interpersonal and communication skills
- Ability and eagerness to learn and accept new responsibilities
- Ability to manage multiple tasks and work within a team environment

### PERSONAL ATTRIBUTES

- A self-directed individual who knows what needs to be done and operates with urgency, focus and discipline
- Strong organizational skills with high attention to detail
- Have the ability to thrive in a high energy, fast growth, entrepreneurial environment
- Have excellent communication skills – written, verbal, presentation and interpersonal
- Strong team player who can build strong relationships at all levels of the organization.

### ABOUT uSAMP™

uSamp™ ([uSamp.com](http://uSamp.com)), formerly United Sample Inc., is one of the world's fastest growing online panel companies, providing survey panelists and technology for use in market research. Founded in 2008, uSamp has 90 team members worldwide and more than 1.5 million global market research panelists. The company's web-based panel platform is transforming the management and delivery of online panel for market researchers, offering unprecedented access over their panel. uSamp's deep well of proprietary technologies includes SampleMarket™, PanelNet™, PanelShield™ and real-time Panel Book Search -- cutting-edge solutions for accessing, branding and managing panels. Established by the creators of the renowned goZing™ online panel, uSamp is based in Los Angeles, with offices in India, Connecticut, London and San Francisco.

**TO APPLY, PLEASE SUBMIT YOUR RESUME TO [PMJOBS@USAMP.COM](mailto:PMJOBS@USAMP.COM)**