

Position Description



Company	Ace Research	Timings	9am to 5 pm (5 days a week)
Job Title	Research Coordinator	Salary	PKR 40,000 – 50,000 + commission
Reporting To	Director Operations	Qualifications	Minimum of Bachelor's Degree
Work Location	Karachi	Experience	At least 2 years of experience in Coordination & Research

Purpose of the position

Ace Research is hiring **Research Coordinator** in Karachi for coordination with clients, generating business leads according to industry trends, learning about our products and assistance in data analysis and report writing.

Job Requirements

- Strong coordination with companies for business development
- Getting appointments with concerned persons for meetings
- Generating business leads
- Tender/RFP understanding and submissions
- Email coordination with clients
- Conduct meetings (when required)
- Learning and implementing research data tools
- Making online surveys when required
- Marketing Research administrative work
- Coordination with field workforce
- Hiring of field workforce when required
- Writing and posting articles
- Basic data analysis and report writing



Competencies / Skills

- Strong verbal communication skills
- Strong writing skills
- Presentable to portray right company image.
- Good negotiation skills
- Disciplined and Reliable
- Hands on experience on writing & coordination

Applications accepted over email: HR@AceResearchSystem.com

Documents Required: CV + Any previous experience documents

