Job Description – Research Associate

**JOB DESCRIPTION**

**Job title:** Research Associate

**Reporting to:** Assistant Manager – International Research Services

**Salary:** Negotiable

**Hours:** 51 Hours a week with rotational shifts

**Location:** Azure Knowledge Corporation – AKCII Ahmedabad

**Purpose of the position**

There are many types of data, including primary, secondary, quantitative and qualitative data. Primary data is typically collected through interviews, surveys, experimentation and observation. Secondary data is extracted from information that already exists, such as previously conducted surveys, interviews and the like. Data extracted in a meaningful form from these sources is considered as secondary data. Quantitative data is objective and expressed numerically while qualitative data is expressed descriptively. Data collection is involved in collecting primary, secondary, quantitative and qualitative data through emails, interviews, surveys, off voice-recorded data, statistical surveys and sampling. Research Associate are either sent random raw material from which they are expected to extract relevant and pertinent data, or are required to collect data from primary resources.

**Responsibilities & duties**

- **Responsibility 1** – Research Associate are responsible for collecting primary and secondary data using pen and paper, mobile devices, or via CATI on company allotted computer (using your own login ID).

- **Responsibility 2** – Data collection is either done on-site or off-site. On-site data collection typically takes place within Azure Knowledge Corporation Head Office or any of its other Research and Analytics facilities while off-site data collection is done at any other location.

- **Responsibility 3** – During on-site data collection, with-in office premises, you will be required to work in rotational shifts basis the time frame of the respective geography, for the project/assignment/task that you’ve been assigned to.

Exception: Female candidates will be required to work in morning (APAC) and afternoon shifts (Europe), where the shifts end at 10:30PM (IST).

- **Responsibility 4** – Depending on the project assigned, in case of an off-site data collection, you might need to travel to the target location and might have to stay until the completion of the project/task assigned to you. Azure Knowledge Corporation will facilitate you with travel and stay arrangements and shall cover the costs of miscellaneous expenses incurred during your travel. A detailed description of eligible expenses is available in the Employee Handbook.
# Relationships

<table>
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<tr>
<th>With</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>1. Assistant Manager – Research Services</td>
<td>You will report directly to Assistant Manager - Research Services. Your reporting manager will be responsible for your coaching, feedback and project specific training apart from the routine operations and production.</td>
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<tr>
<td>2. Quality Department</td>
<td>The Quality Department will assist you in improving your quality of output / production and will coach and give feedback for your areas of opportunities.</td>
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<td>3. Human Resource Department</td>
<td>Human Resource Personnel will assist you in overall development and growth and will also assist you in understanding the work culture and ethics apart from addressing any queries or concerns that you might have.</td>
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<tr>
<td>4. Learning and Development Department</td>
<td>Learning and Development Department will be responsible for your pre-process and process training. You’ll also get an opportunity to enroll for ongoing training sessions that are scheduled from time to time.</td>
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Performance review period: Bi-annually
Performance Appraisal: Annually

Next review date__________________________

Employee Name & Signature__________________________________________Date________________

Manager Name & Signature___________________________________________Date________________