

Moore Research Services, Inc. is a global marketing research firm with a passion for building, assessing and strengthening clients' product lines and services.

The Moore team is experienced in qualitative, quantitative and mixed methodology research. A research plan is customized for every client based upon their goals. The process ensures accurate and detailed information that helps to predict market share, identify key opportunities, and align clients' decisions to business growth and sustainability.

## Recruiter

### Responsibilities:

- Recruit participants to partake in research projects by placing outbound calls to current and/or potential research participants
- Conduct interviews for a variety of consumer research projects, this includes in-person interviews and telephone interviews
- Become proficient in Focus Pocus – an online database software program
- Accurately record and track data provided by consumers
- Maintain, grow, and understand respondent database
- Validate local and national surveys to ensure quality control
- Product placement preparation/finalization
- Assist other staff as needed
- Ensure confidentiality and security at all times

### Qualifications:

- Excellent written and oral communication skills
- Strong attention to detail
- Works independently
- Good conversationalist who is comfortable engaging with others by phone or in-person
- Ability to prioritize workload and manage deadlines
- Strong computer skills
- Proficient in Microsoft Office programs
- Personable and flexible disposition
- Responsive to situations as they arise
- Problem solving skills
- Embrace new technology initiatives



**Note:** Moore Research Services, Inc. (MRS) reserves the right to modify this job description at any time.

To give equal employment and advancement opportunities to all people, MRS makes employment decisions based on each person's performance, qualifications, and abilities. MRS does not discriminate against any person because of the person's age, ancestry, citizenship, color, disability, gender identity, genetic information, military status, marital status, national origin, race, religion, sex, sexual orientation, pregnancy, breastfeeding or any other category protected by applicable federal, state or local law. This policy of nondiscrimination applies to all aspects of employment, including but not limited to recruitment, hiring, training, promotion, transfer, assignment, corrective action, compensation and discharge.

No form of retaliation against individuals making good faith claims of illegal discrimination or harassment will be tolerated. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.