

IQPC provides business executives around the world with tailored practical conferences, large scale events, topical seminars and in-house training programs, keeping them up-to-date with industry trends, technological developments and the regulatory landscape. IQPC leverages a global research base of best practices to produce an unrivalled portfolio of conferences; our large scale conferences are market leading "must attend" events for their respective industries.

The company has a unique culture of empowerment and a strong belief in the personal development of employees at all levels of the business. See our web site for further details – www.iqpc.com.

Position: List Researcher

Pay: \$10/hour(7.5 hours/day) Monday to Friday 9:00am till 5.30pm

Reports to: Managing Director

Works closely with: Marketing, Production

Key responsibilities and accountabilities

The List Researcher role focuses on researching new names as well as refreshing our current database. The day-to-day duties are researching & telephoning to obtain and confirm detailed contact information including name, job title, phone/fax numbers, e-mail address and mailing address details within designated industry and geographical areas. These details are then entered into the in-house CRM system free from errors. Specifically, the role involves:

- ❖ Obtaining FULL contact details from the relevant target markets
- ❖ Sourcing relevant targeted names for addition to the database
- ❖ Ensuring data integrity & high levels of data accuracy
- ❖ Addressing complex situations, i.e.
 - Being able to successfully put a person at ease by ensuring them that what IQPC sends out is not junk mail
 - Getting full contact details even when the potential delegate / gatekeeper is being difficult
 - Asking if they would like to receive email notifications about upcoming events ("email opt in")
 - Being extra patient and courteous, even to those people who have been outwardly "rude" towards you!
- ❖ Meeting individual targets
- ❖ Ensuring that "IQPC" is recognised as a leading conference company - familiarising possible delegates with IQPC

Required skills and competencies

- ❖ Outbound call center experience preferred
- ❖ Exceptional interpersonal skills and a true team-player
- ❖ Excellent communicator, verbal and written
- ❖ Creative problem-solver, effective decision maker
- ❖ Outstanding organisational, prioritisation and multi-tasking skills
- ❖ Detail focused and analytically inclined
- ❖ Ability to work independently under tight deadlines
- ❖ Self-driven, results-oriented, with a positive outlook
- ❖ Keen for new experiences, responsibility and accountability
- ❖ Ability to work independently under tight deadlines
- ❖ Understanding of various industries & the responsibilities/functions of individuals in an organisation

Training

IQPC prides itself on having a stimulating, dynamic marketing environment with a commitment to excellence. If you love a challenge, then this position will provide you with great learning opportunities, a high level of responsibility, as well as database and business exposure. Training is provided, and career opportunities for talented individuals are immense within our global operation.