

Job Description

Survey Practice (multiple levels)

Company Overview

Ferguson Partners is a global professional services firm specializing in Compensation, Management, and Leadership Consulting as well as Executive and Board Recruitment. Over the years, our consultants have built a reputation as valued and trusted advisors to senior leaders, establishing us as the premier global firm dedicated to serving the human capital and organizational consulting needs of the real estate, hospitality and leisure, infrastructure, engineering and construction, and healthcare services sectors.

With offices in Charlotte, Chicago, Hong Kong, London, New York, San Francisco, Singapore, Sydney, Tokyo, and Toronto, we are unique in that we have a global reach but execute our work with a boutique touch and highly specialized approach across our four main business lines.

Position Summary & Responsibilities

A critical aspect of our business is the collection of up-to-date compensation and hiring data through surveys of various industry sectors, research of public documentation, and organization of data from past projects. The successful candidate will work with the Survey Director and across Company lines to lead and administer the survey process as well as maintain the compensation database. The team is based in downtown Chicago. The specific responsibilities include:

- Collaborate in the research, identification and maintenance of appropriate client list and contact information
- Work with the Survey Director to construct survey questionnaires, program surveys online and assist with the distribution of questionnaires
- Assist with all Survey communications including issuance of the report of findings
- Facilitate the follow-up process with invited participants to achieve superior participation rates on each survey
- Work with processing and analysis of data
- Assist Survey Director in the creation of the participant report
- Compile all project data into internal database and maintenance of that database

Qualifications

- Bachelor's degree required
- Strong analytical and quantitative problem-solving skills
- Experience working with and analyzing large sets of structured and unstructured data
- Exceptional attention to detail and commitment to quality and proven time management skills
- Strong interpersonal and communication skills (both oral and written) and the ability to take initiative and work in a team-based environment
- Strong organizational skills and the ability to handle competing priorities
- Experience conducting surveys is a plus (but not required)
- Interest in learning commercial real estate
- Proficiency in Microsoft Excel, PowerPoint, and Word