Instant
RETHINKING WORKSPACE

Senior Research Executive (12-month FTC)

ROLE PURPOSE

The research team provides vital knowledge across the Instant business while providing insight to external companies using Instant's industry leading industry data.

The Senior Research Executive's purpose within the team is to take on the responsibility of the day to day research requests from across the business and support bespoke industry research.

KEY RESPONSIBILITIES

With the industry continuing to evolve and see high growth the team and this role provide knowledge on its size, the changing customer base and key insights relating to performance. The role will involve basic industry research, data manipulation and insight generation in the form of reports and presented deliverables.

A strong understanding of insight generation using excel and power BI is key alongside being able to present insight and data in a professional format.

The individual will be joining a growing team within The Instant Group and must have experience working with both internal and external clients alongside having commercial experience and an analytical mind set.

Industry Research
- Conduct industry research to support The Instant Groups knowledge of industry movements and occupier demand
- Work with other Instant teams to ensure our industry data matches with current internal and external demand

Improve the strength of internal industry data
- Improve the quality of The Instant Groups internal data through primary research projects
- Produce regular reports highlighting areas for improvement and monitor change

Support and manage day to day partner research requests
- Day to day ownership of research requests from our industry partners
- Insight generation and production of deliverables
- Support commercial modelling on a request by request basis

BACKGROUND AND EXPERIENCE

- Solid background in research and market analysis
- Strong working knowledge of research methodologies, including statistical analysis and data gathering techniques
- Experienced in the preparation of reports and the communication of insight to external and internal stakeholders
- Attention to detail, with a proven ability to deal with abstract, and imperfect data sets
- Experience in commercial negotiations with external customers, proposal and contract creation

KEY SKILLS AND COMPETENCIES

This role involves having the following key skills and competencies, namely:

- **Skills**: Exceptional organizational skills, a self-starter, excellent communication skills, flexible and adaptable approach to work

- **Technical proficiencies:** Microsoft Office Suite (Advanced MS Excel), experience of analytical software, ideally Microsoft SQL for analyzing data, Power BI for visualization
- **Competencies (Behaviours):** collaborative, responsible, confident, detail orientated

MEASURES OF SUCCESS AND KEY STAKEHOLDERS

- Successful management from initial contact to end deliverable of incoming research requests
- Improved internal data quality
- Drive increased revenue from Instants data & industry knowledge

Key stakeholders

Internal

- Research and Insight Manager
- Operator Relations Team
- Marketing Team

External

- Clients
- Operators
- Partners

Working at Instant

About The Instant Group

Founded in 1999, The Instant Group is a workspace innovation company that rethinks workspace on behalf of its clients injecting flexibility, reducing cost and driving enterprise performance. Instant places more than 7,000 companies a year in flexible workspace such as serviced, managed or co-working offices including Sky, Network Rail, Capita, Serco, Teleperformance, Worldpay, and TMF making it the market leader in flexible workspace.

Its listings' platform Instant Offices hosts more than 12,000 flexible workspace centres across the world and is the only site of its kind to represent the global market, providing a service to FTSE 100, Fortune 500, and SME clients. With offices in London, Newcastle, Berlin, Haifa, Dallas, New York, Miami, San Francisco, Hong Kong, Sydney, Singapore, and Kuala Lumpur, The Instant Group employs 230 experts and has clients in more than 150 countries. It has recently been included in the 2018 Sunday Times' HSBC International Track 200.

A business is only as good as its people

It's not all noses to the grind-stone though; Instant is a fun and dynamic place to work, where colleagues support one another and where the next social event is always just round the corner. We have been rated as one of the best small companies to work for and as one of the top companies with the fastest-growing international sales by the Sunday Times and are committed to continuing to make Instant a great place to build a career.

Instant is a values-driven organisation. We adopt and live by our values:
- We are passionately client focussed 24/7, 365
- We operate with integrity and a sense of fun
- We build long term client relationships based on trust
- We question convention with the desire to improve performance
- We collaborate in teams to create solutions that solve client problems
- We strive for excellence in all that we deliver
- We attract and develop the most talented people

We are a fast growing business with an exciting and vibrant atmosphere, where staff are encouraged to think for themselves and are rewarded for contributing to our success.

To support our ambitious growth plans, we want to attract and develop the best people – resourceful, committed individuals with relevant experience and a client-centric mindset.

The details

We pay market salaries and the right person will be offered a package according to their experience.

You will work 9am to 6pm Monday to Thursday and 9am to 4pm on Fridays.

For more information please contact Alice Mitchell:

alice.mitchell@theinstantgroup.com
+44 20 7298 0616
www.theinstantgroup.com
www.instantoffices.com