

Research Executive

Role Purpose

This is an opportunity for an inquisitive and organised individual to become part of a growing team within The Instant Group. The Research Executive's purpose within Instant's research team is to support the growth of our knowledge of the industry through primary research, while supporting the wider companies understanding of key trends taking place within the flexible workspace industry.

The research team provides knowledge across the Instant business while providing insight to external companies using Instant's industry leading data. With the industry continuing to evolve and see high growth the team aim to provide a clear picture of its size, the changing customer base and key insights relating to performance. The role will involve primary industry research using online search engines to build our knowledge of new businesses within the industry. Alongside this function the role will support the development of our internal database which aims to provide industry leading content to the Instant business.

Key Responsibilities

Industry Research

- Conduct global industry research to support The Instant Group's knowledge of industry movements and operator locations
- Work with other Instant business teams to support wider business requirements and ad hoc projects
- Monitor competitor activity and brief the team on any major developments or threats while providing insight on possible impacts to the business

Improve the strength of internal industry data

- Improve the quality of The Instant Group's internal data through data cleansing activities set out by the team
- Work with members of our operator onboarding team to ensure we are capturing the best possible information across the growing industry

Key market reports

- Assist the team when required in the production of market reports for both internal and external requirements
- Produce market specific SORs to support the sales teams in specific global regions. Gather a more in-depth knowledge of these local markets to assist with these reports

Competencies & Skills

- An inquisitive mindset and research or analytical experience
- Strong attention to detail
- Excellent written and verbal communications skills
- Proficient in the use of the Microsoft office suite (Excel, Word, PowerPoint, Power BI)
- Ability to work to targets as part of a team
- A second EU language is preferable but not essential

Key skills and competencies

Skills: as above plus, 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 (Behaviors): collaborative, responsible, confident, detail orientated

Measures of success and key stakeholders

Measures of Success:

- Successful management from initial contact to end deliverable of incoming research requests
- Improved internal data quality
- Drive increased revenue from Instants data & industry knowledge
- Support wider industry report and insight generation across the business
- Identify new sources of data to improve the value of our insight and reports

Key Stakeholders:

Internal

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

External

- Clients
- Operators
- Partners

WORKING AT INSTANT

A business is only as good as its people

Our team of experts combine their market knowledge with a real ability to listen to and work closely with our clients, establishing long-term partnerships and developing innovative solutions. All our people live and breathe our company values and our vision to support clients to grow and succeed.

It's not all noses to the grind-stone though; The Instant Group is a fun, dynamic and entrepreneurial place to work, where colleagues support one another and where the next social event is always just around the corner. We have achieved recognition as a great place to work, featuring in the Sunday Times Top 100 Best Companies to Work for four consecutive years and gaining three and two-star accreditation in the Best Companies award – among other accolades.

Established in 1999 The Instant Group has grown 23% every year for the past 4 years, has key offices in London, Berlin, New York, Dallas and Sydney and has big plans for the future. To support our ambitious growth plans, we want to attract and develop the best people – resourceful, committed individuals with relevant experience, a client-centric mind-set and a sense of fun.

Instant is a values-driven organisation. We adopt and live by our values:

- We are passionately client focused 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

Many of our people have been at The Instant Group for a number of years and have made fast progress through the ranks. If you are looking for an exciting challenge in a company that is going places, we'd love to hear from you.

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.