



GeoPoll Operations in Nairobi, Kenya

The Role

GeoPoll is looking to hire an early-career Survey Administrator in Nairobi Kenya who will be responsible for assisting on day-to-day activities of client projects and assisting to establish a framework of best practices for GeoPoll and its client base. A strong sense of commitment to GeoPoll's mission is a must.

This position will work in Nairobi, Kenya. The position will report to the Operations management team in Nairobi and DC. The survey Administrator is expected to work closely with colleagues in Kenya and virtually with colleagues in GeoPoll's Washington DC and Denver Colorado offices as well. Relocation is not available for this role.

Job Responsibilities:

- Prepare trigger reports on a daily basis to track all the scheduled poles and results after the triggers are sent out.
- Program surveys
- Prepare a balance report that tracks the amount of and balance spent on different carriers on daily basis.
- Prepare failed top ups report to track how top ups are distributed to the testers on all carriers on a daily basis.
- Test reports, follow up on testers to see if they have completed surveys to make sure that all the systems are running perfectly and work closely with the Technical team in-case of any issues
- Monitor KGMM
- Schedule survey instruments and share daily project updates
- Other assignments as they arise

Desired Skills & Experience

- Graduation in top of class at top schools with a degree in related field.
- 2 to 3 years of experience in major research or technology companies or organization.
- Demonstrated knowledge of Microsoft Excel and/or other statistical software like R, SPSS, and Stata is an added advantage.
- Helpful if experience with survey design, analysis, and reporting.
- Superior communication skills, both written and verbal.
- Extremely self-motivated and highly organized.
- Ability to work under pressure while maintaining accuracy and attention to detail.
- Enjoys a fun, dynamic and challenging work environment within a start-up culture.
- Open to collaborate and work with people of different nationalities and competency levels.
- Fluent written and oral English required. French, Spanish, Arabic, or other languages are an asset.

Compensation and Benefits

Competitive salary commensurate with experience.

To apply, send a cover letter and resume (CV) to jobs@geopoll.com