

## Casual Focus Group Host

- Casual position
- Immediate start
- Based in ORIMA's Melbourne office (St Kilda Road)
- Hours of work: shifts on weeknights, 4pm – 10.30pm (approx.)
- Salary: \$26.95 p/h

ORIMA Research is Australia's leading provider of end-to-end market, social and organisational research and data analytics services to the public sector. We conduct strategically important research studies in support of public sector policies, programs and initiatives, including research and evaluations on some of the most high-profile issues of the last decade.

### About the role

We are looking for a focus group attendant to assist with the running of focus groups we conduct in our Melbourne office. This is a **casual on-call position** with shifts usually running from 4pm until 10.30pm (approximately) on week nights. This position would be suited to a university student or someone looking for extra work as shifts would be on an **ad-hoc basis**.

Previous hospitality/hosting experience preferred. Training will be provided.

### Key Duties

- Setting up the focus group rooms as instructed by the Fieldwork Administrator (including catering, demographic questionnaires, recording equipment)
- Meeting participants for focus groups (including checking ID, directing people to the appropriate rooms)
- Liaising with recruiters to chase up late participants or any recruitment issues
- Cleaning and refreshing rooms between focus groups
- Attending to clients who view the focus group sessions, including:
  - Greeting clients
  - Arranging for refreshments / Ordering food delivery
  - Calling taxis

- Clearing and cleaning focus group and viewing rooms at the end of the research sessions (e.g. wiping chairs and tables, vacuuming etc)
- Associated kitchen duties (i.e. loading/unloading dishwasher, wiping down benches, putting left-over food in the fridge)
- Assisting researchers as directed
- Closing up office after research sessions
- Other admin tasks as required

## Key selection criteria

- Highly professional – able to deal with clients at all levels, including senior management
- A friendly and welcoming personality
- An enthusiastic can-do attitude
- Excellent customer service and communication skills
- Well presented
- Attentive and supportive
- Reliable
- Flexible with work hours and days
- Available to fill shifts with limited notice.

\*Please note that you must be an Australian citizen or permanent resident to apply for this position.

## How to apply

Please send your application to [HR@orima.com](mailto:HR@orima.com).

To find out more about ORIMA Research please refer to our website [www.orima.com](http://www.orima.com).

For enquiries please call Kathryn Lumicisi at ORIMA Research on (03) 9526 9000.

**Please note that only short-listed candidates will be contacted.**