

Position: RESEARCH ASSISTANT

Location: Malaysia

Salary range: RM3,000 – RM6,000 ex. benefits

Job Description

- Experience between 3–5 years in a similar capacity.
- Academic and/or work experience in a multi-disciplinary capacity.
- Strong writing and communication skills.
- Experience with specialised software or datasets for analysis in excel. Understanding code in Python or R is an added advantage.
- Satisfactory academic progress in economics, mathematics, statistics, behavioural science, psychology, or data science degree.
- Discreet, self-motivated, and honest.
- Confident with digital tools or strong inclination to adopting new technologies.
- Experience in planning and conducting research.
- Familiar with quantitative and/or qualitative research methods.

The Research Assistant will assist the Directors in carrying out projects and contribute effectively in all aspects of primary and secondary data collection, analysis, and related presentation to clients. Project management skills (through either professional experience in consulting or certified PMO qualification) and exposure to customer-centred design is an advantage but not a prerequisite.

Responsibilities include:

- Conducting literature reviews.
- Collect and analyse data.
- Writing and drafting content/reports of research projects.
- Prepare materials for submission to granting agencies and foundations.
- Prepare materials for independent review.
- Prepare interview questions.
- Recruit and/or interview subjects.
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary.
- Summarise interviews.
- Prepare and communicate findings and recommendations to clients
- Provide ready access to all experimental data for the review by the supervisor.
- Request or acquire equipment or supplies necessary for the project.
- Manage and respond to project related email.
- Prepare, maintain, and update website materials.
- Maintaining records on research and acting as liaison with clients.
- Attend project meetings.
- Attend area seminars and other meetings as necessary.
- Summarise project results.
- Prepare progress reports as required.
- Prepare other articles, reports, and presentations.
- Monitor the project budget and timeline.