

Project Manager Job Description

About Longwoods International:

Longwoods International is a leading tourism market research consultancy that helps travel industry clients meet their objectives through an exceptional team, best-in-class strategic partners, groundbreaking research, thought-leading insights and excellent counsel and service. Established in 1978, Longwoods has grown into a respected leader within the travel and tourism industry, with headquarters in Columbus, Ohio and Toronto, Ontario, and additional offices in Indiana, Michigan, Tennessee and Wisconsin. To learn more about Longwoods International please visit our website:

<http://longwoods-intl.com>

Position overview:

Longwoods International is seeking a Project Manager to join our research team in Columbus, Ohio. This full-time, mid-level position is responsible for managing project timelines and ensuring the quality of research deliverables across Longwoods products. The Project Manager will report to the Senior Vice President, Operations, and will work closely with a team of experienced researchers who have set the gold standard in tourism research.

Key responsibilities:

- Maintain detailed project schedules and ensure milestones and deadlines are met across multiple concurrent projects
- Engage and support the team in the execution, management, and delivery of research projects from initiation through final reporting
- Author and edit survey questionnaires, ensuring alignment with client objectives and research best practices
- Conduct quality control reviews for all aspects of research projects and client deliverables, including survey links, datasets, analyses, and reports
- Perform quantitative analyses and data processing, and support data visualization for client deliverables
- Collaborate with internal teams and external partners in person and via virtual meetings; attend staff and project meetings
- Support continuous improvement of project management processes, documentation, and tools
- Occasional travel may be required

Qualifications & experience:

- Minimum of three to five years of experience (which may include relevant graduate studies) in tourism, community/economic development, market research, or other related fields
- Experience coordinating and managing research projects
- Demonstrated understanding of research design, statistics, and data visualization
- Prior experience in the survey market research field is preferred

Skills and competencies:

- Familiarity with project management tools and protocols, such as Wrike or similar platforms
- Familiarity with data analysis and visualization programs, such as Displayr, and strong skills in Microsoft Office (Excel, PowerPoint, Word)
- Ability to work both independently and collaboratively with in-person and remote teams
- Excellent attention to detail, organizational skills, and commitment to high-quality deliverables

Work environment and logistics:

Job type: Full-time

Location: Columbus, Ohio (hybrid, minimum 3 days in-office per week)

Work authorization: United States (required)

Compensation & benefits:

Competitive salary range of \$75,000 to \$90,000, commensurate with experience

Comprehensive benefits package, including unlimited PTO and 100% employer-paid health insurance

To apply for this position, please submit a resume and cover letter to Cassandra Ball, Senior Vice President, Operations, at cball@longwoods-intl.com.