

Malatest is one of Canada's largest social research companies with offices in Victoria, Edmonton, Ottawa, and Toronto. Currently, we own and operate three outbound Survey Houses in Victoria, Edmonton, and Ottawa. We are a proactive, dynamic, and progressive evaluation and market research organization always adding new capabilities and expertise to our existing competitive advantages.

We are looking for coders to support our ongoing research projects by following quality standards.

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**Job Information:**

Coders verify and validate collected information by: coding, cleaning, and reviewing responses for accuracy, quality and completion. This includes, but is not limited to: data entry of observations and recorded or transcribed survey response information; online searches, recovery and/or validation callbacks.

Data verification and validation as it relates to the specific areas of Malatest focused research is provided on a project-by-project basis. Areas of focus may include: geographic coordinates, traffic patterns, trip logic, statistical data, survey responses, observations based on respondent experiences, testimonials, labour market information, and national occupational classifications that relate to Malatest research studies.

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**Responsibilities:**

Coders work with and search through: databases, reports, lists, directories, maps, online sources, and other documents or systems; to prepare data for the step-by-step research process and project completion.

- Reviewing survey questionnaires or data collection tools;
  - Cleaning and compiling responses directly in the computer database/system;
  - Checking gathered information for completeness and accuracy;
  - Coding information according to established coding protocols and standards;
  - Conducting routine quality control audits of the data gathered to ensure validity and completion; and
  - Compiling coded data for further analysis by researchers.
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**Qualifications:**

- Minimum of two years applied work experience in a data focused environment with responsibility for managing time and multiple projects efficiently and quickly to completion
  - Ability to read and categorize survey responses efficiently and to a high level of quality
  - Attention to detail with a logical comprehension of verbatim responses and data collected
  - Problem solving, decision making and professional business acumen/judgment
  - Ability to manage time and coding tasks on a project-to-project basis in order to monitor and work independently
  - Proficiency with using MS Office and other relevant programs (e.g. MS Access, CATI, CALLWEB)
  - Skilled and effective in the use of the internet when researching various project requirements
  - Legally entitled to work in Canada and able to obtain security clearances from the Industrial Security Directorate Division of Public Services and Procurement Canada.
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### COVID-19 Protocols and Remote Work

All of our Survey Houses abide by the strictest COVID-19 safety protocols in order to ensure the health and wellbeing of our employees. After a minimum of **one month in office**, staff who meet the following qualifications may be eligible to work from home:

- Availability of 25 or more hours per week, those available under 25 hours per week will be eligible for in office work only
- Demonstrated ability to work with Windows 10, Mozilla Firefox, and basic chat software
- A reliable and secure home internet connection, with download speeds of at least 60 mdps
- An ethernet connection to home router/modem (WiFi connections will not be approved)
- Ability to work independently

### Why Work for Malatest?

Malatest is a dynamic and fast-paced research project work environment. We employ a diverse and dynamic team of researchers at all stages of development (from emerging researchers to experienced experts) who bring a variety of skill sets and educational backgrounds.

### MALATEST VALUES

Team Player	Client-Focus	Business Acumen
Continuous Learning	Quality Orientation	Dedication to Excellence

**Posted: October 7, 2021**

**Closing Date: Until filled**

**Location: Ottawa, Edmonton, Victoria**

**Hours of Work:** 30 to 40 hours per week. Based on consistent availability; schedules may vary based on project requirements; flexibility to work other hours and/or overtime during busy times is possible.

**Rate of Pay: \$18.00 per hour. High standards of excellence and productivity may lead to further advancement opportunities.**

### How to Apply?

Submit your resume, cover letter, and application form to Malatest. No calls please.

Please quote the competition number **VSH-21C** within the subject line and content of your application by e-mail.

**E-mail: (Word or pdf)**  
[r.auger@malatest.com](mailto:r.auger@malatest.com)

Malatest is an equal opportunity employer and will not discriminate against any employee or applicant from employment for which the employee or applicant is most qualified. *You are welcome to identify within your application if you belong to one of the four designated equity groups: women, Aboriginal peoples, persons with disabilities and/or members of visible minorities.*