



**AK Insights Ltd.**

**Data ... Knowledge ... Insights!**

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## Job Description

**Job Title:** Data Auditor (3 positions)  
**Type of Position:** On Contract  
**Deadline for applications:** February 12, 2007

### Overview

Data Auditing typically involves collection of product or marketing data from retail businesses such as supermarkets, using a prescribed form. Product or marketing data may include price, expiry date, shelf appearance, presence of in-store marketing material, etc.

Auditors are assigned to audit specific products in a specific geographic area (East, Central, South or West) and are usually required to complete their assignments during regular working hours over a three (3) to five (5) day period. Audits are conducted once per quarter, i.e. four times per year.

Audits are normally performed with the permission and knowledge of the particular business. Auditors are provided with a signed letter of authorization, and a disposable camera (if required).

Auditors are normally paid a daily fee plus a daily travel allowance.

### Job Summary

- Visit businesses in the designated geographic area on the specified date(s)
- Introduce yourself and advise business manager/owner of the audit, providing letter of authorization if asked
- Complete audit evaluation form(s)
- Take picture(s), if required
- Submit completed forms

### Minimum requirements

- O' Level English & Mathematics
- Valid drivers permit
- Access to a functional, road-worthy, licensed vehicle
- If otherwise permanently employed, must provide proof of flexible working hours or availability to perform the required tasks.
- Prior field research, retail sales or merchandising experience would be considered an asset

### Abilities required

- Must be functionally literate – able to read and write with ease
- Must be willing to drive certain distances within assigned geographic area
- Must be articulate and comfortable interacting with other persons
- Must be honest, trustworthy and capable of maintaining confidentiality

### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.