

Position: Operations Specialist

Role: Permanent after probationary period

Salary: Competitive

About the Company and the Position

Potomac River Partners is a specialized management consulting firm focused on compliance services for the life science industry. A growing company, our clients include pharmaceutical and medical device firms, who we help to develop solutions that mitigate enforcement risks. The company is headquartered in Arlington, VA (Rosslyn).

We are seeking an organized, fastidious, and enthusiastic individual to own operational and administrative tasks at Potomac. **This is not a traditional administrative position.** Rather, this role supports our client-facing team, as we focus on growing the business by delivering better client services for higher profitability. The right candidate can grow into an Operations Management role with supervisory responsibilities.

Position Responsibilities

The Operations Specialist plays a critical role in facilitating and professionalizing Potomac's operation by handling activities across:

- Finance (e.g., invoicing; tracking and reporting on financial metrics);
- Operations (e.g., QC of internal and external client deliverables; project close-out)
- Human Resources (e.g., candidate resume screening; training ideas and development)
- Administrative (e.g., document and calendar management; travel logistics)
- Sales and Marketing (e.g., conference logistics; implementing marketing campaigns)
- Technology (e.g., purchasing software; assisting with IT troubleshooting)

Qualifications

- 5+ years of full-time work experience (professional services industry preferred)
 - Intermediate proficiency using Word, Excel, and PowerPoint; aspires to be a power-user
 - Undergraduate degree from a four-year university preferred*
- * Potomac will consider professional experience in lieu of a four-year degree

Success Criteria

The Operations Specialist will be a proactive thinker who embodies our values:

- Integrity: Holds self to highest standards of integrity, including owning mistakes
- Professionalism: Takes pride in his or her work and consistently checks own work for accuracy; truly believes that constructive criticism is how we learn and get better
- Accountability: Enjoys working independently; takes initiative and gets things done on time; excels in a fast-paced environment and adjusts to frequent changes in priorities
- Discretion: Demonstrates strong personal ethics and uses exceptional judgement

Application Instructions

Do you take pride in every aspect of your work? Can you attend to the details without losing sight of the big picture? If you answered "yes" to these questions, please forward your resume and cover letter to Recruiting@potomacriverpartners.com.