

**Position:** Consultant

**Salary:** Competitive

### **Company Description**

Potomac River Partners is a specialized management consulting firm focused on compliance services for the life science industry. The company's main clients include large and medium-sized pharmaceutical and medical device firms.

### **Position Description**

We are seeking a Consultant to participate on client engagements and help grow the business. The candidate will be working closely with the Potomac team on client engagements and will also have responsibilities to help on internal initiatives including development of new offerings and services. Candidates must be interested in and comfortable working in an entrepreneurial environment and demonstrate independence and flexibility.

### **Responsibilities:**

- Independently managing project tasks and workstreams such as:
  - Developing process maps and standard operating procedures
  - Conducting data analysis and financial reconciliations
- Developing firm's internal infrastructure and processes

### **Qualifications:**

- 2-5 years of prior corporate experience required; consulting strongly preferred
- Familiarity with the healthcare/pharmaceutical sector
- BS/BA degree in Business, Finance, Communications or related field.
- Strong proficiency with Microsoft Office products (PowerPoint, Excel and Word)
- Knowledge of databases (e.g. Access) and process mapping (e.g. Visio) preferred

### **Core Competencies:**

- Analytical: Strong problem solving skills
- Team Player: Works well independently or in a team environment
- Flexible: Able to adjust to frequent changes in priorities
- Resourceful: Takes initiative to identify solutions before escalating to others
- Creative: Likes to brainstorm original ideas and solutions
- Professional: Takes pride in work and creating a polished product
- Accountable: Delivers on promises and commitments
- Integrity: Trustworthy and honest

The company is seeking candidates who reside or are willing to relocate to the metro area of Washington, DC to work out of our Arlington, VA office, located near the Rosslyn metro stop. Some travel will be required (~40%).

For more information, please view the company's website, [www.potomacriverpartners.com](http://www.potomacriverpartners.com)

Please forward cover letter and resume to [Consultant@Potomacriverpartners.com](mailto:Consultant@Potomacriverpartners.com).