

**Position:** Analyst

**Ideal candidate:** 1-2 years corporate experience preferred

**Salary:** Consistent with industry standards

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.

The company is seeking a highly motivated Analyst to help support and grow the business. The Analyst will be working closely with the team on consulting projects to help enhance client deliverables across different service lines. Candidates must be interested in and comfortable working in an entrepreneurial environment and demonstrate independence and flexibility. Candidates will also need to demonstrate a strong background in problem-solving and excellent communication skills.

**Key Responsibilities include:**

- Developing and enhancing PowerPoint presentations
- Assisting with data analysis and financial reconciliations
- Developing process maps and standard operating procedures
- Drafting content in training-related deliverables
- Editing and proofreading client deliverables
- Researching key compliance issues effecting the life science industry
- Assisting with client billing and invoicing
- Assisting with internal initiatives

**Qualifications:**

- 1-2 years of prior corporate experience preferred
- Familiarity with the healthcare/pharmaceutical sector preferred
- BS/BA degree in Business, Finance, Communications or related field.
- Strong proficiency with Microsoft Office products (PowerPoint, Excel and Word)
- Knowledge of Visio and process mapping, 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 prefers candidates who reside in or are willing to relocate to the Washington D.C./ Northern Virginia metro area.

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