

Position: Associate

Ideal candidate: 1-2 years professional experience

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. Because Potomac is a smaller company, employees work closely with firm leadership and clients, gain exposure to different aspects of the business, and enjoy many opportunities for professional development and advancement. The Potomac team works hard, but also makes time for regular group activities such as lunches, happy hours, and occasional offsite adventures.

The company is seeking a highly motivated Associate to help support and grow the business. The Associate will work closely with the team on consulting projects to 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 process maps, policies, and standard operating procedures
- Drafting content in training-related deliverables
- Editing and proofreading client deliverables
- Researching key compliance issues affecting the life science industry
- Assisting with data analysis
- Developing and enhancing PowerPoint presentations
- Leading and contributing to internal initiatives

Qualifications:

- 1-2 years of prior professional experience
- Familiarity with the healthcare/pharmaceutical sector preferred
- BS/BA degree
- Strong proficiency with Microsoft Office products (PowerPoint, Excel, and Word)

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. Potomac's office is metro-accessible within the Rosslyn neighborhood of Arlington.

For more information, please visit the company's website, www.potomacriverpartners.com

To apply, email cover letter and resume to analyst@potomacriverpartners.com