

**Position:** Associate / Senior Associate (based on experience)

**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, gain exposure to different aspects of the business, and enjoy opportunities for professional development and advancement. The Potomac team works hard, but also makes time for regular group activities (admittedly more challenging while working remotely during the pandemic.)

The company is seeking a highly motivated individual. The Associate will work closely with client project teams across our various service lines. Candidates must be interested in and comfortable working in an entrepreneurial environment and be available to assist with completion of internal assignments. The ideal candidate has a strong background in problem-solving and excellent communication skills.

**Key Responsibilities:**

- Researching key compliance news events affecting the life science industry
- Completing transactional audits such as reviewing client expense reports
- Loading data and remediating errors in databases used for transparency reporting
- Developing slides and writing content for computer-based training modules
- Editing and proofreading client deliverables
- Contributing to internal initiatives and one-time projects

**Qualifications:**

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

**Core Competencies:**

- Accountable: Delivers on promises and commitments
- Professional: Takes pride in work and creating a polished product
- Flexible: Able to adjust to frequent changes in priorities
- Growth Mindset: Desires continuous improvement and is accepting of feedback
- Resourceful: Takes initiative to identify solutions before escalating to others
- Team Player: Works well independently or in a team environment
- Integrity: Trustworthy and honest

The Company will only consider candidates who are willing to relocate to the Washington DC / 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](http://www.potomacriverpartners.com)

To apply, email cover letter and resume to [associate@potomacriverpartners.com](mailto:associate@potomacriverpartners.com)