

Position: Fall Intern (part-time, appx. 20 hours per week)

Ideal candidate: Senior in college

Salary: Hourly/TBD

Potomac River Partners is a specialized management consulting firm focused on compliance services for the life science industry. The company's main clients are 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. The Potomac team works hard, but also makes time for regular group activities and lunches.

The company is seeking a highly motivated Intern to help support the business. The Intern will work closely with Associates, Consultants, and Managers to help enhance client deliverables across different service lines. The Intern will also work with the Director of Operations to advance internal projects. Candidates must be fast learners who are comfortable working in an entrepreneurial environment and demonstrate independence, flexibility, attention to detail, and excellent communication skills.

Key Responsibilities include:

- Researching key compliance issues affecting the life science industry
- Proofreading and double-checking client deliverables
- Developing and enhancing PowerPoint presentations
- Assisting with data analysis and testing technology applications
- Assisting with internal initiatives and special projects

Qualifications:

- Familiarity with the healthcare/pharmaceutical sector preferred
- Major in Business, Finance, Communications or related field preferred
- 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 candidate must be able to work from our metro-accessible office, which is located 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 intern@potomacriverpartners.com.