



March 7, 2018

The Healthcare & Life Science Practice at Proactive Worldwide is seeking an independent, motivated professional to fill an Analyst or Senior Analyst position.

Highlights

- This remote / work-from-home position involves project management, analysis, client communication, and primary and secondary research.
- You will be responsible for supporting a broad variety of Life Science, Pharmaceutical, Health Care, and Medical Device companies.
- Competitive compensation and benefits package

Job Requirements

- PhD or MD required
- Professional communication skills
- Strong presentation skills
- Ability to manage time / meet stringent timelines
- Strong writing and presentation building skills for both lay and expert audiences
- Curiosity and willingness to learn topics outside current area of expertise
- Ability to work remotely in a team based, collaborative environment
- Ability to travel - 10-15% domestic and international
- For Sr. Analyst level, 1+ years of pharmaceutical consulting experience required

Position Summary

- The Analyst is responsible for providing integrated analysis of the competitive landscape by collecting secondary competitive information, organizing and analyzing findings, and writing reports and/or presentations summarizing the findings and analysis.
- The Analyst will work collaboratively on and provide leadership to an engagement team in support of the delivery of world-class, actionable competitive intelligence to our clients.

Please send letters of interest along with most recent resume to hr@proactiveworldwide.com or go to www.proactiveworldwide.com.

DETAILED PRIMARY RESPONSIBILITIES AND DUTIES

This role encompasses utilizing basic principles and existing standard operating procedures to complete the following tasks:

Analysis: Plan the analysis strategy; organized research findings into logical groups for analysis; draw relevant and impactful conclusions and key take-always; identify and highlight key insights - with appropriate graphics; clearly incorporate industry knowledge where/when needed; schedule and lead project strategy and analysis sessions; write Executive Summaries that are clear, concise, complete and relevant; train others on analysis.

Primary Research: Advise research staff on project information needs. Review and provide feedback on researcher call summaries to enable more effective and efficient collection. Work with researchers on an as-needed basis to prepare for primary research interviews.

Deliverables: Demonstrate clear, structured approach to deliverable creation; compose well-written, concise and complete reports; create visual elements that are logical, understandable and appropriate for the topic; provide a solid representation of qualitative and quantitative intelligence; ensure deliverables are accurate, timely, relevant and reliable; prepare robust interim reports and insightful client update reports; develop executive summary with key insights and perspectives; meet delivery and milestone dates without exception; present results to clients; train others on the development of quality deliverables.

Project Task Management: Manage projects/tasks in an effective and efficient manner; execute Proactive processes and tools with excellence; meet internal and external task and milestone dates; execute balanced scope, budget, quality, risk and timeline; develop talent, delegate appropriately, demonstrate teamwork; demonstrate strong communication skills (internal/external) regarding project progress, issues or concerns; train others on project management.

Client Communication/Management: Develop and effectively manage client relationships; demonstrated a heritage for the future - execute exceptional deliverables to secure up/re-sell business; demonstrate deep insight and knowledge about client; be consistently organized, well prepared and clear/concise in client meetings and calls.

Coaching: Demonstrate a commitment to people development; provide timely / objective feedback to advance skills; demonstrate respect for individuals - approachable, supportive; recognize when training is necessary and take time to train those in need; facilitate resolution of problems encountered by others; help others with research/source strategies and tactics.

Secondary Research: Properly identify secondary tools appropriate for the specific project; effectively and efficiently utilize resources to gather semi- and public data; synthesize relevant information for critical facts; identify appropriate sources to be used for primary; appropriately document research; approach research in a productive and timely way; ensure relevancy to Key Intelligence Topics; confirm research for accuracy; train others on secondary research.

SECONDARY RESPONSIBILITIES AND DUTIES

With approval, the Analyst shall perform, to the extent possible, the following in addition to his or her primary responsibilities and duties: create project plans; participate in ad hoc client communication related to specific projects; prepare and conduct training; participate in the recruiting process; author whitepapers and newsletters; and other duties as assigned.

CORE VALUES AND CHARACTERISTICS

You are expected to support Proactive Worldwide, Inc.'s mission, vision, and values by demonstrating the following: communication; results and quality focus; teamwork; be hungry, humble and intelligent.

Communication: Effectively and appropriately communicates with internal and external parties, including clients; communicates well both verbally and in writing; delivers effective and engaging presentations; shares information and ideas with others; possesses good listening skills.

Results and Quality Focus: Committed to excellence; attentive to detail and accuracy; targets and achieves results; sets challenging goals; prioritizes tasks; overcomes obstacles; accepts accountability.

Teamwork: Demonstrates company values; responsive to others (internal or external); dependable; listens to others and values opinions; welcomes newcomers and promotes a team atmosphere.

Hungry, Humble and Intelligent: Hungry - Having a strong desire to obtain information and drive toward success. Humble - Not egotistical, pretentious, or arrogant; focused on the overall good of the team. Intelligent - Has relevant knowledge; understands things clearly and logically; demonstrates the ability to think and learn quickly.