

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 competitive information through, 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***](http://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.