

PMP Analyst

About Polaris:

Polaris Management Partners is a management consulting firm in New York City that provides consulting services for the life sciences industry. Our clients include all of the largest global pharmaceutical companies. We are a growing company with an entrepreneurial culture. The Polaris team includes members with experience from top consulting firms (e.g., Accenture, Boston Consulting Group, Booz Allen Hamilton, Deloitte, PWC), and pharmaceutical firms (e.g., Pfizer, Merck). Polaris provides a range of consulting offerings, focusing on healthcare compliance, process reengineering, and technology. Polaris has developed an industry reputation as a boutique firm with specialized industry knowledge and expertise. All Polaris team members have the opportunity to experience diverse and challenging projects. We offer promotion opportunities based on individual merit.

Overview:

The PMP Analyst will work primarily on teams led by Project Managers and/or Consultants to meet goals and objectives as outlined in client contracts/agreements. The Project Manager for each project will assign duties, track accomplishments, monitor and review performance of the Analyst and all team members. Special projects and internal projects will also be assigned on an as needed basis by members of management and senior associates.

General Responsibilities:

- Support project teams and management in analyzing data and defending findings
- Develop, articulate and present ideas and opinions
- Create and deliver professional and compelling presentations
- Support the team in delivering quality services and products to clients
- Support in growing the organization, assuming additional office responsibilities
- Other duties as assigned

Specific Tasks:

- Complete assignments accurately and on time, according to direction given by consultants and project managers
- Take direction and feedback from consultants and project managers
- Assist with creating client ready presentations and materials
- Conduct detailed analysis and explain findings, with guidance
- Offer appropriate input and support at client meetings
- Look for and suggest training/development opportunities for self
- Ensure responsibilities are 'covered' during absences and provide contact information in case of project emergency
- Manage own deliverables and client deliverables as assigned by project manager
- Inform management of downtime and look for additional tasks or opportunities assist others
- Regularly and correctly, according to project manager, enter hours and receipts into Company electronic system, and provide appropriate documentation
- Work to exceed appropriate level of Polaris competencies
- Provide proactive feedback to project managers related to workload and deliverables

General Requirements:

- Entrepreneurial, independent worker.
- Well organized, self-motivated, team player
- Excellent written and verbal communication skills
- Analytical, and quantitative: comfortable with numbers, strong business acumen
- Willingness to have a different opinion, ability to articulate thoughts and concepts well
- Strong academic performance with intern experience
- Ability and willingness to strive to improve skills related to the Polaris Core Competencies
- Interest in Pharmaceutical industry and consulting

Physical and Location Requirements:

- Ability to work in the office on a regular basis (core Polaris hours are 9 am to 6 pm, Monday through Friday in the NYC office)
- Ability to travel to client and vendor sites as needed

Please send cover letter and resume to careers@polarismangement.com with “PMP ANALYST” in the subject line