

TECHNOLOGY 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 Technical Analyst will work primarily on teams led by Consultants and/or Project Managers 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 Technical Analyst and all team members. The Technical Analyst will also assist internal IT staff with implementation, installation, and maintenance of systems and hardware. Special projects and internal projects will also be assigned on an as needed basis by members of management and senior associates.

GENERAL RESPONSIBILITIES:

- Support implementation projects
- Assist with developing business requirements
- Manage relationship with external vendors (developers, infrastructure, etc.)
- Responsibility for project deliverables, as assigned
- Assist as a technical resource in traditional consulting projects
- Assist with internal IT implementation
- Develop relationships with clients
- Support in growing the organization, assume additional office responsibilities
- Other duties as assigned

SPECIFIC TASKS:

- Complete assignments accurately and on time, according to project plans
- Take direction and feedback from consultants and project managers
- Attend weekly Solutions meeting
- Assist with creating client ready presentations and materials
- Look for and suggest training/development opportunities for self
- Offer appropriate input at client meetings
- 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
- Regularly and correctly, according to project manager, enter hours and receipts into Company electronic system, and provide appropriate documentation
- Inform management of downtime and look for additional tasks or to assist others
- Strive to attain subject matter expertise in all Polaris business, products, and services
- Keep up on current and emerging technologies
- Work to exceed appropriate level of Polaris competencies
- Provide proactive feedback to project managers related to workload and deliverables

GENERAL REQUIREMENTS::

- Minimum 1-3 years of work experience, preferably within IT consulting (Big 4/5 experience preferred, but not required)
- Undergraduate degree or equivalent experience.

- Experience with full lifecycle system implementations (requirements, build, testing, training)
- Specific technologies (preferred, not required): ASP.NET, SQL, Java, Windows Architecture [IIS, Windows Server], Microsoft Office Expertise, SAP/Oracle Apps
- Entrepreneurial, well organized, self-motivated, team player
- Client facing skills such as advanced communication skills and presentation skills
- Project management experience/interest
- Technology focused, but interested in business and traditional management consulting
- Willingness to have a different opinion, ability to articulate thoughts and concepts well
- Ability and willingness to strive to improve skills related to the Polaris Core Competencies
- Experience or knowledge of pharmaceutical industry a plus

OTHER REQUIREMENTS:

- Ability to work in the office on a regular basis (core Polaris office hours are 9 am to 6 pm, Monday through Friday in the NYC office)
- Ability to travel to client and vendor sites as needed
- Upon job offer, applicant must be able to pass background check and drug test

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