

Title: Senior Associate
Location: Flexible (Boston, MA or Work from Home)
Full Time/Part Time: Full Time
Regular/Temporary: Regular

Employer Information

Dovetail Consulting Group LLC serves compliance departments and biotechnology and pharmaceutical company executives by helping them optimize performance and minimize risk in the highly-regulated life sciences industries. Our professionals possess an extensive understanding of compliance requirements, processes, and operations, including in the areas of strategic compliance program development, board expert services, anti-bribery/anti-corruption, medical affairs, medical-commercial interactions, policy globalization, promotional communications, medical science liaison responsibilities, grantmaking, fee for service arrangements with HCPs, and strategic implementation of auditing and monitoring and transparency programs. Our combination of industry knowledge and functional expertise enables us to uniquely manage high-profile issues including CIA readiness assessment, merger and acquisition analysis, and executive communications advising.

Responsibilities

This position is for a Senior Associate. The position will be part of a team that assists life sciences companies build and manage medical, commercial, and compliance processes and programs, through analyzing and augmenting existing policies and procedures, enhancing internal controls, and improving operational efficiencies. The Manager/Consultant will be a key team member for all activities pertaining to Dovetail client engagements and internal Dovetail operations, including utilizing Microsoft Project for project planning and tracking, preparing client presentations, outlining findings, and highlighting deliverables. This individual will conduct gap analyses, risk assessments, internal controls evaluations, audit preparatory sessions, training sessions, interviews, strategic management analyses, compliance benchmarking assessments, and advisory support pertaining to healthcare compliance.

The Manager/Consultant will report to a Dovetail Partner.

Specific capabilities and/or activities may include:

- Conduct enterprise and compliance risk assessments;
- Support or conduct training sessions;
- Support or conduct audit preparatory sessions, both from a mock interview perspective and an audit readiness perspective;
- Conduct interviews pertaining to compliance policy and processes;
- Draft management reports pertaining to compliance;
- Communicate solutions and new strategies to clients through reports and presentations;
- Develop project plans and manage team outputs;
- Prepare presentations for senior management audiences;
- Evaluate business processes and suggest ways to improve them;
- Analyze and develop process controls supporting compliance;
- Effective and efficient writing skills; ability to draft and refine senior level management reports in a variety of applications; and
- Contribute to and collaborate with a busy team.

Qualifications

- Expert in the seven elements of an effective compliance program;

- At least 4 years of experience working in a legal or compliance department of a life sciences company or a Big 4 consulting firm;
- Excellent knowledge of Microsoft Project, Excel, PowerPoint;
- Collaborative and team oriented;
- Strong project management skills;
- Strong communications skills, including both written and verbal;
- Strong critical analysis and problem-solving skills;
- Preference for Master's degree in a related field or JD;
- Excellent organizational and management skills;
- Ability to manage multiple time-sensitive priorities without diminished effectiveness; and
- Ability to travel and to work overtime hours as needed.

Mental/Physical Requirements

- Ability to work from a virtual/home office without distraction;
- Self-motivated and able to work both independently and collaboratively with team members and clients;
- Exceptional conceptual, as well as analytical skills;
- Ability to successfully manage multiple projects in sometimes high-pressure situations simultaneously;
- Communicate clearly and frequently with teammates, sharing information effectively;
- Plan and arrange travel with no assistance and travel to sites across the US and potentially internationally; and
- Readiness to work at a desk or computer for most of the day.

Dovetail Consulting Group LLC does not accept unsolicited resumes through or from independent recruiters, search firms or staffing agencies and does not accept any obligation to pay placement fees for any such resumes sent.