



Nerac, Inc. Job Description

Job Title: Analyst
Target Discipline: Molecular and Cell Biology
Department: Analyst Service Group
Reports To: Vice President Research & Advisory Services
FLSA Status: Exempt
Prepared By: Leadership Team
Date last updated: 06/2021

Summary

The Analyst works with Nerac clients in an advisory capacity, building relationships that lead to Nerac becoming a trusted business advisor. The Analyst will be assigned target client accounts and be responsible for maintaining the client relationship and ensuring their continued satisfaction with Nerac. Support to clients ranges from completion of short opinion research reports, mediated alerts and/or advisory projects, but may vary widely depending on client needs and the depth of the client relationship with Nerac. The Analyst participates on project teams tasked with providing core services including, but not limited to, regulatory compliance support, mediated research, competitive and/or market landscapes, technical feasibility assessment; competitive tracking; and market or commercialization strategy. The Analyst is encouraged to remain active in professional societies relative to their professional expertise and on occasion may be asked to contribute articles for publication.

Essential Duties and Responsibilities

The following three core areas are essential requirements of the Analyst position. Other duties may be assigned as needed.

ANALYSIS

- Function as a trusted business advisor to clients based on his/her command of their industry and discipline and a comprehensive understanding of the business implications of technical innovations
- Provide actionable recommendations for clients through specific projects as well as ongoing interactions as part of continual account stewardship
- Engage the client through impactful conversations, both at the commencement of research and following the delivery of findings
- Provide thought leadership in functional areas of expertise (within Regulatory, Technology, and/or Intellectual Property solutions spaces)
- Document all work performed for Participation Agreement accounts in Monitor using the procedures established
- Conform to Nerac's project management system as directed
 - Participate on teams assembled to work on specific client projects
 - Follow a working project plan for each project, ensuring the project timetable is met, and maintaining exceptional client contact throughout the course of the project and follow-up

- Analyze results, draw conclusions and generate written reports and other client-specified deliverables that meet client expectations and present those findings to the client
- Maintain organizational control over the activities of multiple internal and external (client) projects at a time
- Provide supporting evidence for recommendations and advice given to clients based on his/her own academic and professional background, networking and primary research (when applicable) as well as research using Nerac's internal and external resources.

SALES AND MARKETING

Analysts will be assigned key client accounts with whom he/she will take a proactive lead in establishing Nerac as a trusted business advisor. Clients will be assigned to each analyst based on their expertise and/or geographic location. Analysts should develop a relationship with one or two contacts at each of the assigned companies to increase awareness of Nerac services, stimulate usage and improve client satisfaction and retention. Analysts should work as a team with the CSM assigned to the account and document all outreach efforts in Monitor according to the protocol established.

The Analyst works with Sales and other Analysts discussing service opportunities with clients and prospective clients. When a project is to be proposed for a prospect or existing client under a Participation Agreement, the Analyst will determine the client's needs and requirements, make recommendations for approaches to provide a solution, assess the project scope, establish project deliverables and determine project cost. The Analyst will create a Proposal or Statement of Work to propose to the client according to the level of service desired.

Analysts will also participate in marketing efforts for building Nerac's credibility in the target industries supported under Nerac's mission. Activities may include the following by way of example.

- Perform market assessment, identifying key industry or technology issues & trends and opportunities for Nerac
- Author state of industry reports coordinated with marketing and published by Nerac
- Author article for publications coordinated by marketing
- Industry/technology/market trend spotting
- Interview industry technology/market leaders
- Contribute to Nerac podcast/webcast panel
- Contribute to affiliate podcast/webcast panel
- Presentation/Speaking

PROFESSIONAL DEVELOPMENT

- Train for and utilize core service methodologies to provide solutions in the market spaces served by Nerac
- Enhance skills in any of the critical competencies, outlined below, as discussed with the Leadership Team
- Improve academic credentials in discipline(s) related to Nerac's business

Supervisory Responsibilities

An analyst will be assigned as the lead for each advisory project. This individual will be tasked with creating a project plan and ensuring that the project timeline and deliverables are met, and clear, consistent communication will be maintained throughout the course of the project both internally and externally with the client.

Key Competencies

Expertise – Makes appropriate recommendations; leads by example; acts decisively & accurately when providing analysis; leverages knowledge and expertise to make compelling recommendations and decisions; uses appropriate resources for input, information or data.

Teamwork - Ability to work with globally located team members; proactively assists and brings out the best in team members; contributes to and supports the team goals; resolves conflicts (internal/external); fosters loyalty in employees; shares recognition.

Communication – Superior communication skills (Oral, written, presentation); provides effective written reports and analysis to internal/external clients. Listens effectively by asking questions and seeking feedback.

Client Focus – Strong customer advocates; understands client needs and their impact on the client; integrates client needs into daily activities.

Leadership & Decision Making – Leads by example, sets high standards for self and others; enables others to act; ability to distill broad input into concise decisions and build consensus for recommendations; strives for continuous improvement.

Analytical Abilities – Sharp sense of cause/effect relationships; keen ability to identify the root cause of challenges and develop solutions for problems; looks for inefficiencies and addresses opportunities.

Planning & Project Management – Meets deadlines & completes tasks; maintains control over multiple tasks and projects. Advanced skills in coordinating multiple tasks, multiple team members and complex project goals.

Education and Expertise

Advanced degree in a technical field (PhD or MS) or 5-10 years' experience in Molecular and Cell Biology. Excellent Microsoft Office skills (Word Excel, PowerPoint, Outlook).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. There are no specific vision requirements.

Virtual Work Environment

The work environment is virtual and work is performed from a home office equipped with those attributes enabling an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For more information please go to:

<https://www.nerac.com/career-opportunities/>

To contact us directly: careers@nerac.com