

Coactuate

Associate (Business, 2023 Start)

About Us

Coactuate is a boutique management consultancy that helps leading, global life sciences and healthcare organizations bring form to their vision and translate robust forward thinking into aligned strategic action. We are a multi-disciplinary team of strategists, designers, biomedical communicators, and scientists with unique skills and talent to tackle ambiguous and complex challenges through the integration of strategic and design-thinking methodologies.

We offer competitive compensation and benefits and a chance to work in a fast-paced, creative, and highly collaborative studio environment as part of a team who lead with heart, curiosity, and above all, the drive to impact positive change.

We are proud of our open, playful, and supportive culture. We believe that all our individual voices matter, but we can achieve more together. The core of our success as an organization is our mutual trust and respect for one another. We play team ball, not hero ball. The best part is, we really like spending time together, whether it be virtually (thanks COVID), or in our newly designed and dynamic office space with lots of room to think, create, and collaborate!

At Coactuate, we are focused on building leaders. We believe in the power of a high touch apprenticeship with constant feedback, safe stretch roles, and 'space' to try new approaches. We strive to offer our team the most enriching experiences through maximum exposure to executive level decision-making and thinking. We are also committed to work-life balance and strive to maintain an environment where people do not sacrifice their professional and personal needs.

The Role

As an Associate at Coactuate, you will work as a part of a multidisciplinary team to deliver outcomes for clients. As part of our team, you will manage discrete project tasks and show initiative for self-directed work. You will build a solid foundation in Coactuate processes and gain substantial experience with client engagement activities.

What do Associates do?

- Conduct research to build understanding (e.g., of markets or therapeutic areas specific to the project), define problems, and prepare responses to anticipated questions.
- Apply critical thinking skills to sort information, look for patterns or trends, and suggest cause and effect relationships.
- Leverage creative thinking skills to generate and refine multiple options for deliverables (e.g., different ways of visualizing information).
- Support development of situation analyses and strategic narratives that capture key implications for clients and inform strategic planning.
- Develop an understanding of the design thinking toolkit.
- Support development of co-creative workshops or client meetings and provides focused support during sessions (e.g., note taking, helping clients fill out templates, etc.)
- Develops components of a presentation that deliver information clearly and concisely (e.g. basic slide layout).

- Develop client-ready written communications (e.g. emails, project updates) for review by the project lead.
- Manage their own time on specific tasks, applies attention to detail, and solicits feedback.
- Organize and prioritize their daily workload in partnership with the project lead and inform team about progress or problems.

What do you bring to the table?

- Degree in Business, STEM, or related disciplines
- Robust analytical and sensemaking capabilities
- Excellence critical thinking skills
- Strong written, verbal, and visual communication skills
- Track record of leadership
- Fluency with PowerPoint and Excel

How can you set yourself apart?

- Experience in life sciences consulting, medical communications, or related fields
- Experience with client and/or stakeholder management
- Experience in facilitating co-creation workshops
- Knowledge of pharma/biotech and/or healthcare
- Experience working in a highly collaborative multidisciplinary studio environment
- Experience with formal business frameworks and their application
- Experience with the design thinking toolkit and how to apply it to solve diverse challenges

What is your mindset?

- Collaborative
- Open to new ideas and ways of working
- Calm under pressure
- Self-directed to excellent work outcomes
- High comfort with ambiguity and conceptual thinking
- Attention to detail

Interested? What do you do now?

If this job sounds like you, please:

- outline the details of your background and related experience in your resume and cover letter
- attach your post-secondary unofficial transcript
- send to recruiting@coactuate.com with 'Associate' and your name in the subject line

Thank you so much for your interest in Coactuate! Please note, we will only be contacting those who have demonstrated a good fit for the role.