

## **Join the team at REAL Solutions Group.**

Is patient safety important to you? Do you excel in a high pace start-up setting? Is organization a not-so-secret talent of yours? Does making an efficiency improvement give you a joy that is only rivaled by a cup of coffee in the morning? Consider joining REAL Solutions Group as a **Project Manager, Licensing**.

### **What You Will Do:**

- **Licensing Compliance Project Management and Support.**
  - Initiate, plan, and execute assigned projects for the Licensing Department, defining scope, goals, timelines, and resource requirements in collaboration with stakeholders.
  - Prepare for and serve as lead for client meetings and communications
  - Lead staff members through all project phases, assigning tasks, setting milestones, and ensuring timely and successful project delivery.
  - Provide quality assurance (QA) reviews for each step of QA process.
  - Monitor assigned project progress, identify potential risks or issues, and develop mitigation strategies to keep projects on track and within scope.
  - Support staff members assigned to your respective projects, as needed, including drafting, compiling, filing and follow-up on applications, updating work plans, drafting agendas for call, drafting action items and follow-up communications with client.
  - Serve as call-lead on client and client counsel meetings.
  - Facilitate effective communication among team members, stakeholders, and senior management, providing regular updates and status reports.
  - Utilize project management tools and methodologies to streamline processes, improve efficiency, and enhance project outcomes.
  - Apply problem-solving skills to address unexpected challenges, adapting project plans as necessary to achieve project objectives.
  - Maintain comprehensive project documentation, including project plans, schedules, estimated versus actual hours,, and post-project evaluations for future reference.
  - Continuously assess and improve project management processes by incorporating lessons learned and industry best practices.
  - Actively participate in the development of new tools related to Licensing Compliance
  - Establish and maintain strong client relationships, serving as a point of contact for complex inquiries, concerns, and escalations.
  - Licensing Compliance Support training new staff members

- **Staff Management.**
  - Lead and mentor Licensing Specialist by, fostering a culture of collaboration, growth, and achievement.
  - Set clear performance expectations, provide regular feedback, and conduct performance evaluations to drive individual and team success.
  - Cultivate a positive work environment by promoting open communication, resolving conflicts, and addressing employee concerns.
  - Identify and nurture employee strengths, while providing opportunities for skill development and career advancement.
  - Manage employee schedules, assignments, and workload distribution to maintain operational excellence.
  - Monitor and track individual and team progress towards hourly billable metrics, identifying opportunities for improvement and addressing potential gaps.
  - Uphold a supportive and collaborative work environment that encourages a collective effort toward meeting and exceeding hourly billing objectives, including your own.
- **Company Culture.**
  - Be an active contributor to employee life enhancement initiatives.
  - Collaborate with the HR team to develop, review, and update employee policies and procedures, ensuring alignment with legal requirements and organizational values.
  - Identify opportunities where RSG can make a difference in the community.

**What You Already Have:**

- 3-5 years of experience managing direct reports and leading projects
  - Attorney, Paralegal, or previous work within the legal field
  - Any prior experience with pharmacy or drug supply chain preferred
  - Extensive knowledge or prior work experience with Adobe Acrobat
  - Demonstrated ability to work in a home-based, virtual environment free of distraction
  - Proficiency with GSuite and Microsoft Office, including Gmail, Google Calendar, Excel and PowerPoint
  - Start-up focused mentality, with a solution-oriented attitude
  - Ability to learn new tasks quickly and perform them competently
  - Analytic thinking, great communication skills, attention to detail, efficient and independent working style
  - Ability to effectively prioritize and manage numerous activities.
- What We Offer:**
- Flexible schedule (because we are all human!)
  - Remote position



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- 401k matching and immediate vesting
- Medical, Dental, and Vision Insurance
- Generous PTO
- Paid Parental Leave

### **Pay Range:**

Compensation will vary based on experience. Salary range: \$85,000-\$110,000 annually DOE

### **About REAL Solutions Group**

REAL Solutions Group was established to support pharmacies, telehealth companies, and drug supply chain facilities in successfully achieving sustainable regulatory compliance and industry credentialing. REAL Solutions Group offers independent and reliable consulting services through an experienced team of professionals that help navigate the ever-changing landscape of regulatory requirements. We are genuine in our dedication to protecting public health while understanding what it takes to achieve and maintain accreditation and compliance in the industry.

Additionally, at REAL Solutions Group, we are committed to making a positive impact on the world through our unwavering dedication to environmental sustainability and social issues. Our core values drive us to contribute meaningfully to the well-being of both our planet and the communities we serve.

### **Environmental Sustainability:**

We recognize the urgent need to address environmental challenges and mitigate our ecological footprint. Our company is resolutely committed to reducing our carbon emissions, conserving resources, and implementing sustainable practices throughout our operations. We actively seek innovative solutions that promote a cleaner, greener future, both within our organization and the broader industry.

### **Social Responsibility:**

Beyond profitability, our company places a paramount emphasis on social responsibility. We believe in fostering an inclusive and diverse workplace that respects the dignity and rights of every individual. We are dedicated to providing equal opportunities for all employees, regardless of their background, and to cultivating a culture of respect, collaboration, and empowerment.

### **Community Engagement:**

We understand that our success is intricately linked to the well-being of the communities in which we operate. As such, we are deeply committed to engaging with local communities, understanding their needs, and contributing positively to their development. Through strategic



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partnerships, volunteering efforts, and philanthropic initiatives, we aim to create lasting, positive change in the areas that matter most.

**Transparency and Accountability:**

We hold ourselves accountable for the promises we make. We believe in open communication with all stakeholders, including our employees, customers, partners, and investors, about our progress and challenges in the realms of environmental sustainability and social responsibility. By transparently sharing our journey, we strive to inspire others to join us in our mission.

Join us at REAL Solutions Group and be a part of a purpose-driven organization that is actively shaping a better future for both the planet and its people. Together, we can drive meaningful change and make a lasting impact that extends far beyond the bottom line.

**Please email your cover letter and resume to [hr@realsolutionsgroup.co](mailto:hr@realsolutionsgroup.co) to apply.**