

### **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 **Licensing Specialist**.

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

- Assist with the application, certification, and renewal activities for various facility types
- Maintain licenses within REAL Solutions Group systems
- Notify state boards of changes of corporate officers, designated representatives, or pharmacist-in-charge, as applicable
- Provide support to the business to ensure compliance to federal and state laws and regulations
- Assist with the drafting, implementation and maintenance of policies and procedures related to Licensing Compliance
- Support training new staff members
- Participate in performance review processes to support team engagement and development
- Report to and assist the Director, Program Development
- Any other responsibilities deemed necessary to support the business

#### **What You Already Have:**

- JD or Paralegal preferred
- 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
- 401k matching and immediate vesting
- Healthcare Reimbursement Account
- Unlimited PTO
- Paid Parental Leave

**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.

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