



Position Title: Associate Director/Director, IT Business Partner, Commercial

Department: Information Technology

Reports To (title): Vice President, Information Technology

Location: King of Prussia, PA

Date: 7/25/17

Exempt Non-Exempt

Summary of Position:

As Paratek Pharmaceuticals continue to expand and prepare for launch of its new drug, developing and maintaining reliable business technologies supporting commercial launch is very important for the organization. Under direction the Vice President of Information Technology, this position is responsible for driving IT strategy, and delivery of IT services to the Commercial function. This role serves as the strategic partner that identifies core process and technology capabilities needs including CRM, Commercial Analytics and marketing platform, accountable for solution design and delivery, and timely delivery of day-to-day IT services to the functional lines.

Position Responsibilities:

- Provide strategic and operational IT leadership and consultation to the Chief Commercial Officer, their leadership team, and the Marketing, Market Access, Analytics, and Field Sales functions.
- Act as the trusted advisor to the Commercial functional lines to address all aspects of technology needs, both strategic and tactical in nature.
- Partner with key stakeholders (internal and external) to understand the business need, develop sustainable and scalable processes through consensus and implement technology solutions that balances short-term and long-term business objectives. Develop solution concepts and business cases for new investments.
- Create, implement and manage business cases and road maps; ensuring understanding of the scope, schedule, budget, and quality needs of each project/program.
- Ensure the technology rollouts maximize value to the functional lines and provide an overall positive impact to the organization.
- Collaborate with key functional stakeholders and head of IT to prepare IT Annual operating plan and manage the plan.
- Manage external IT services providers and be accountable for the design, build, and implementation of technology solutions.
- Accountable for day-to-day IT service delivery to the Commercial functional lines in order to meet business needs.

Candidate Requirements:

- Bachelor's degree in Information Systems or equivalent.
- 15+ years of experience in implementing and supporting IT systems.
- 10+ years of pharmaceutical/bio-tech industry experience.

- 10+ years of experience in managing Commercial systems – CRM, Analytics, Marketing platform, and Master data management.
- Experience in building Commercial systems for commercial launch is a plus.
- Demonstrated broad knowledge of technical systems, business processes, and external service provider.
- Demonstrated ability to work in a virtual IT organization that leverage external partnership to deliver IT services to the organization.
- Demonstrated ability to organize and execute the workload by prioritizing, multi-tasking and delegating.
- Demonstrated excellent problem solving skills.
- Demonstrated the ability to learn new technology quickly.
- Demonstrated ability to work unsupervised.
- Demonstrated ability to work support senior executives.
- Demonstrated excellent written and oral communication skills.

Additional Information:

- Technology needs: Microsoft Office, Veeva Systems, data management systems
- Travel requirements (%): 10%