



# Contracts and Proposals Manager

## Overview:

Veramed is a specialist contract research organisation (CRO) to the pharmaceutical industry, focused on delivering high quality statistics and programming for the reporting of Phase I-IV clinical trials across a variety of therapeutic areas.

**Location:** Twickenham, London

## Purpose:

We are looking for a Contracts and Proposals Manager to join our growing team in the head office in Twickenham, West London. You will be supporting the business by developing and managing client proposals and contracts. We are looking to engage someone who can manage a number of diverse tasks efficiently and has excellent interpersonal and negotiation skills. You will need to have outstanding written English and verbal communication skills, as well as attention to detail.

## Key Responsibilities:

- Create and maintain a tracking and management system of all business contracts (CDAs, MSAs, Service Agreements and Work Orders)
- Support development of client proposals including budgets for new business
- Support liaison with current and potential clients in relation to proposals, contracts and amendments
- Create and maintain tracking of all client proposals
- Assistance in the development and maintenance of templates, tools and processes
- Prepare responses to requests for information, pre-qualification questionnaires, invitations to tender and requests for proposals
- Attend internal and external meetings that are part of the bid
- Support operational team in preparation for bid defence meetings
- Support contract management through contract lifecycle, up to and including archiving
- Liaise and maintain relationships with third party vendors, prepare vendor-specific RFPs and obtain vendor quotes, where applicable
- Assist in any other ad hoc tasks given by other members of the Management Team
- Perform work in full compliance with applicable internal and client policies, procedures, processes and training

## Additional Requirements:

- BSc or BA (preferably in Life Sciences, Business, English or Law)
- At least 2 years' experience of working in a professional office environment, preferably with experience in bid preparation, commercial role or in project management



### Salary and Benefits:

Competitive salary. Benefits include, private healthcare, travel insurance for business and leisure, summer and Christmas party, pension, cycle to work scheme, death in service, season ticket loan.

### TO APPLY:

If you are interested in being part of this exciting phase in the company's growth and wish to apply, or would like further information, please email your CV to [hr@veramed.co.uk](mailto:hr@veramed.co.uk)