

Contracts and Proposals Manager

Job Department: Contracts & Proposals

Location: Home-based (Europe)

Job Type: Permanent, Full time

Position Description:

As Contracts and Proposals Manager, you will support Business Development activities through the management and production of contracts and proposals for new and existing customers. You will work closely with the Director of Contracts and Proposals, working within agreed timelines and in accordance with company standards.

Principal responsibilities include:

- Prepare proposals and finalise executive summaries before they go out to prospects/clients
- Prepare contracts and Change Orders, assuming responsibility for documents until they are signed
- Review and complete Requests for Information
- Support the Administration Manager in the calculation of monthly commissions
- Take sole responsibility for quality of RFIs, RFPs, proposals, contracts, change orders, and task orders
- Where applicable, work with the Global Head of Business Development & Marketing and CFO to initiate and implement improved departmental tools, processes and procedures
- Maintain correct proposal and contract information and status within ERP system
- Be liaison between Project Managers and Business Development in completion of proposals and handover to operational team

Skills and Experience Required:

- Previous experience in a Contracts & Proposals role
- Previous experience in a CRO preferred
- Appreciation of commercial laws and ability to read and understand legal documents would be advantageous
- Excellent written English
- Italian language would be advantageous but not essential
- Good knowledge of at least one ERP system

To apply for this position, send your CV, along with a cover/presentation letter, to careers@crost.com with the job position in the subject line.

CROS NT Careers

As a global Contract Research Organization (CRO), CROS NT enhances clinical trial outcomes and optimizes vendor oversight with data-driven services and solutions. With over 25 years in business, CROS NT relies on its heritage in data-centric solutions to provide expert biometrics and data science services (data management, biostatistics programming and analysis), medical writing, pharmacovigilance, regulatory consultancy and clinical project management and monitoring. We have offices in Europe, the United States and India.

People are at the heart of CROS NT's philosophy, which is focused on providing a centre of excellence to its customers, and we believe in empowering our employees to think differently, work creatively and challenge the status quo. At CROS NT, you really can make a difference.

We are committed to providing the very best career development opportunities that encourage you to progress in the direction of your strengths and aspirations, so whether you're looking to develop your technical expertise, project leadership or line management skills, we work with you to help you achieve your goals.