



Global Site Manager Level 2, Contracts & Proposals

Reports to:

Senior Manager, Contracts & Proposals (SM)

(If superseded, please see Addendum Log attached)

General Responsibilities:

- The Global Site Manager (GSM) will take the lead on all proposal budget & document generation, working together with the Proposals Associate (PA)
- The GSM will provide a fully QC-checked Budget sheet and Proposal document for review by the SM
- Within 1 month of start, the GSM will be expected to oversee and manage all Early Phase and Single Site Change Orders (those utilizing the standard Inflammex CO form) as well as chairing the bi-weekly CO status meeting. This will involve coordinating CO activities for Late Phase and Multi-site COs (those involving an amendment to the MSA or Task Order as required) with the Contracts Specialist, as well as working directly with study PMs or group leads when the need for CO has been identified, and preparation of a final QC-checked CO document for review by SM
- It is also expected that the GSM will work closely with the SM on development, updating and implementation of all RFP processes
- The GSM will also assist Senior Management with client relationship activities for clients located in India as the need arises

Supervisory Responsibilities:

- None at this time

Positions Directly Supervised:

- None at this time

Qualifications:

- Bachelor's degree in a scientific, business or related field (or equivalent work experience)
- Three to four years of previous experience in proposal writing and budget development in a CRO / pharmaceutical setting; experience with development of strategic proposals
- Excellent customer service skills, attention to detail and ability to be persistent while maintaining tact
- Strong analytical and problem solving skills, with demonstrated ability to plan, multi-task and prioritize, with a strong process background
- Demonstrated teamwork, communication (written and verbal), and organizational skills
- Proven ability to work independently
- Strong experience with MS Office (specifically Excel, Word, Outlook)
- Ability to work to and meet imposed deadlines
- Ability to communicate appropriately and effectively with internal stakeholders
- Positive attitude and sense of urgency
- Multinational experience with CRO's preferred



Other Relevant Job Related Information (If Applicable):

- Responsible for administration and coordination of activities involved in the development of requests for information and proposals
- Assist operations and business development with internal bid defense preparation and /or follow-up to sponsor requests as part of the bidding processing
- Follow RFP Process document
- Follow Change Order (CO) Process document
- Assist SM in maintaining and updating proposal pipeline, internal proposal libraries, folders and templates
- Some working knowledge of feasibility and basic regulatory requirements a plus
- Anticipates, detects, promotes quality and process improvement needs in the maintenance and continued development of key client relationships

Interested candidates can send their resume at shmishra@cliantha.com