

Position: Executive/ Sr. Executive

Department	Central Contracts & Proposal
Basic qualification required	B.Pharm / M. Pharm, M.Sc
Brief JDs	<p>Job Description :</p> <ul style="list-style-type: none"> • To prepare proposal as per the Protocol synopsis/details in consultation with Head of the department, Project Manager and Business Development team. • Review of CDA, MSA and PSA and share the comments with legal team as applicable. • Also liaise with other department such as CDM, Central Laboratory and GPM team of BA/BE dept for necessary inputs in proposal. • Also assist Head/BD team in RFI/RFP activities by coordinating with internal stake holders • Participate in bid defense Teleconference, if required. • Support Head of the department for the bid defense preparation • Assisting Department Head/ Director and Senior Management for related activities. • Assisting Project Manager for Project related finance tracking • Any Additional responsibility given by Head of the Department / Management