Department	Central Contracts & Proposal
Basic qualification required	B.Pharm / M. Pharm, M.Sc
Briefs JDs	**Job Description :** • Preparation of patient based cinical trial quotations. • Preparation of Proposal Document. • Preparation of contract /change order for patient based cinical trial • Preparation Annual Rate Card as per sponsor request. • Maintaining Confidentiality in all aspects of client information as per company s policy and procedure. • Develop/review pre-study and study related agreements for patient based cinical trial and provide comments / responses • Preparation of internal contract. • Keep the up-to date records in various database like quote shared, Change order, Project Number, brief information. • Worki with BD, Project managers, and CTSM team for any discrepancie related to study budget. • Working with Finance, address any discrepancies with clients invoices in a timely manner. **Other Responsibility:** • Attend/arrange teleconferences to understand project requirement to generate quote/proposal. • Attend/arrange teleconferences to defend quote bid / negotiation with Sponsor. • Participates in on-going educational activities to enhance own knowledge level as well as that of other team members. • On need basis, assist team members in their daily activities • Performs other duties as assigned by department management as training experience allows. **GENERAL DUTIES:** • Work with supervisor to establish the unit strategy and furnish allocated duties on priority bases ensuring compliance. • Recommends, develops and participates in the development or revision of internal procedures and standards with impact.

	• Recognizes issues and takes appropriate corrective actions, consulting with appropriate staff as required. • Fosters and maintains effective working relationships with all clients and functional units within Cliantha Research Limited. **ADMINISTRATIVE DUTIES:** • Conforms to training schedule for own position and maintains awareness of SOP content, according to company requirements. • Stays current with the ongoing changes in the pharmaceutical regulatory environment, i.e. FDA, GCPs, GLPs, etc.