

# Moving healthcare forward. Together.

## We are hiring!

### Contract and Proposal manager- Q<sup>2</sup> Solutions

#### #1804229

#### **PURPOSE**

Line Management responsibilities for a Contracts team, leading and managing the day to day contract development process

#### **RESPONSIBILITIES**

- Manage staff in accordance with organization's policies and applicable legislation. Responsibilities include planning, assigning, and directing work; appraising performance and guiding professional development; rewarding and disciplining employees; addressing employee relations issues and resolving problems. Approve actions on human resources matters, including salary administration
- Responsible for performance of direct reports, overseeing the contract development process and ensuring consistency across all respective deliverables
- Develop and negotiate agreements to maximize profit on each contract and drive the contracting process to ensure timely revenue recognition
- Participate in the selection and on-boarding process for new Contracts staff by conducting candidate review and participating in the interview process. Ensure staff have the appropriate materials, systems access and training to complete job responsibilities
- May take a proactive role in developing long standing relationships with preferred Quintiles customers, and may take a leadership role in bid defence strategy and planning, as appropriate
- Act as primary interface for customers and provide expert input on delivery of all Contracting services required by assigned customers
- Improve proposal, budgeting and contracting standards. May participate in quality or process improvement initiatives
- Negotiate contractual documents, in consultation with Legal and/or Finance, as required
- Create budgets, scopes and contracts as required and review difficult contracting situations
- Provide advice, support and guidance as needed and serve as a mentor to colleagues
- Perform other duties as assigned effective working relationships with coworkers, managers and customers

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of CRO Industry
- Excellent knowledge of Microsoft Excel and Word and understanding of costing models
- Excellent knowledge of contract and budget preparation and ability to interpret budgets
- Ability to interpret RFPs to gather top information and major cost drivers and ability to interpret protocols
- Possess strong analytical skills and excellent verbal and written communication skills
- Ability to manipulate costing model to build budgets for studies and link costing model to customer bid grids
- Ability to interpret protocols to gather information for budget and contract development
- Ability to establish and maintain effective working relationships with coworkers, managers and customers

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

Degree in Life Science, Business Management or related field and line management experience along with direct experience in Contracts, Finance, Proposals, industry specific operations experience with previous line management experience; or equivalent combination of education, training and experience

## **PHYSICAL REQUIREMENTS**

- Extensive use of keyboard requiring repetitive motion of fingers.
- Extensive use of telephone and face-to-face communication requiring accurate perception of speech.
- Regular sitting for extended periods of time.
- Occasional travel, domestic and international