

**Biomapas** is a functional and full outsourcing solution provider to the global life science industry, with key expertise in Clinical Trials, Regulatory Affairs and Pharmacovigilance. With headquarter in Lithuania and offices in Switzerland, Russia, Georgia, Ukraine and Sweden, Biomapas operations are spread over 4 continents, concentrated in Europe, Russia and former CIS region.

Biomapas is looking for a **Contract and Proposal Manager** to support global Business Development team. Position is based in Kaunas or Vilnius.

**Key role responsibilities:**

- Develop a set of standard contracts for the company;
- Analyze all requirements and provisions in contracts, including terms and conditions, to ensure compliance with all laws and regulations and company policies and procedures;
- Ensure that contracts are executed in accordance with corporate guidelines;
- Audit existing contracts and oversee contract modifications;
- Analyze a contract's risk to the business;
- Monitor the performance of each signed contract;
- Ensure that business goals are accomplished by contract implementation;
- Communicate contract implementations to subordinates;
- Conduct analysis of new laws, regulations and contract trends to determine potential impact on the business;
- Coordinate with the finance department to ensure correct billing and collection of contractual revenues;
- Ensure that contracts are in line with corporate goals and objectives;
- Lead complex contract negotiations and manages all changes in and addendums to existing contracts;
- Prepare reports on the status of contracts for management;
- Create and update budget sheet templates, proposal templates, contract templates and other contract and proposal related templates;
- Evaluate the Request For Proposal (RFP) documentation received from the client;
- Organize strategy meetings to identify issues and client requirements concerning a received RFP and follow-up the process;
- Create and update accurate budgets, which reflects both the company's and client needs assuring accuracy, consistency and competitiveness;
- Create and update client specific proposals including task and responsibility tables, timetables, text and payment schedule;
- Contribute and provide support to other areas of business as required.

### **Role requirements:**

- Bachelor's Degree, preferable legal or business management;
- At least 3 years for experience in business law activity with healthcare profile;
- Experience in contract preparation and management. Experience in proposal or contract coordination/management at a Contract Research Organization (CRO) would be considered as big advantage;
- Knowledge of international contract regulations;
- Demonstrates excellent written and verbal communication skills;
- Exhibits strong analytical and critical thinking abilities;
- Possesses excellent persuasion, negotiation and judgment skills.

In **Biomapas**, you will find a supportive work environment with a guarantee for professional and personal development, as well as competitive salary and benefits, and many more initiatives that will make your daily office life comfortable.

Please apply to **HR@biomapas.com**

In case you would like to get more information – please do not hesitate to contact HR and Training Manager **Raimonda Klimienė** +370 698 15736.

Will be waiting for your applications!

**Be kindly informed that only selected candidates will be contacted.**