WHO WE ARE

Cerba Research provides the highest quality specialized laboratory and diagnostic solutions while leveraging patient data and scientific insight to shape and advance clinical trials. With our global footprint and access to leading regional labs, data, patients, technology, and partnered resources, we support global biotech, pharma, and IVD organizations to improve the lives of patients around the world.

From the translation of preclinical to clinical, through commercialization, our expert scientists collaborate with you to optimize your therapeutic development and obtain critical insights earlier. We help accelerate your therapies through the development of highly specialized custom assays, deep biomarker expertise, and a passion for scientific innovation across complex therapeutic areas. Our global network of leading, specialty laboratories ensures you have access to quality data and can reach your patients. Together, we’ll improve patients’ lives around the globe.

WHO YOU ARE

As a Contract Manager you are to ensure consistent management of all contracts through the “business process” through to final Task Order execution and any future Change Order(s). You have a ‘get things done’ attitude and will apply excellent communication and organizational skills in relation to the contracting process. You are expected to have a broad and comprehensive knowledge of all contractual related matters and will act as the primary interface for internal / external Customers.

RELATIONSHIPS

Reports To Head of Contracts and Proposals
Works Closely with Other Business Operations staff, Legal, Business Development Managers, Finance, Project Management, Operations (Science/Logistics etc.).
External Relationships Customers, third party vendors, partner labs

PROFILE

Master’s degree in Science (Biomedical, Bio-engineer, etc.)/Life Sciences is preferred.

EXPERIENCE

> 2 years’ experience in one of the following environments: proposal development, contract management, clinical contracting, pharmaceutical contracting, legal (paralegal)

JOB DETAILS

Full time
Salary is negotiable
Located in Ghent, Belgium
RESPONSIBILITIES

Overall management responsibility for the contract process for specific accounts including coordination with Business Development, Project Management, Operations, Legal, Finance to prepare, review and negotiate contracts.

- Serve as the primary Customers contact during the negotiation phase
- Ongoing interface with Customers regarding contractual issues during the lifetime of a project, establishing and maintaining direct Customer contact
- Work closely and act as an intermediary between the Business Development Managers, Barc Lab employees and Barc Lab’s partner labs
- Creates, negotiates and finalizes contractual documents, including Confidentiality Agreements, Master Service Agreements, Letter of Intents, Start-up Agreements, Task Orders, Change Orders etc.
- Follow up on the contracting process and ensure that all is in accordance with company policies, legal requirements, and Customer specifications.
- Preparation of budget which reflects both Barc lab and Customer needs
- Analyze the Customer’s needs and translate the service requirements into budget updates for Task Orders/Change Orders
- Assure consistency of budgets
- Facilitate and lead in pricing discussions
- Keep track of all documents required during the initial phase of a clinical project awarded to Barc Lab (e.g. budget versions, contracts, laboratory specifications, etc.)
- Ongoing proactive involvement with project management in review of project status, including review of contractual status to ensure compliance with contractual terms, milestones and identification of changes to contracts
- Ensure budget updates for ongoing projects by coordinating process control with the Finance and Project Management departments.
- Analyze current pricing and look for optimization opportunities
- Assist the Department Head BD and contribute in optimizing relevant workflow processes (e.g. Request for Change, Financial follow up studies, Contract Execution etc.)
- Ensure timely and accurate completion of relevant databases (Salesforce etc.)
- Participate in the development of testing of tools and procedures
- Participate in Customer meetings as necessary
REQUIREMENTS

- Communication – excellent communicator, open, clear and honest with a positive attitude; extensive use of telephone and face to face communication
- Interpersonal skills and possess the ability to manage multiple contracts of varying types and size through the contract administration process
- Strong sense of business acumen, capable and eager to utilise financial skills
- Ability to lead meetings and have excellent negotiation skills
- Confident to deal with all internal / external Customer levels
- Knowledge of MS Office, Excel and windows-based E-mail systems
- Comprehensive knowledge of relevant software: Windows, Word, Excel, Outlook, databases
- Experience in the CRO business (preferably central laboratory services) is an asset
- Strong interest in pricing analysis and strategy with excellent numeracy skills
- Above average organizational skills, with good time management skills and attention to detail
- Ability to work towards tight deadlines
- Excellent analytical and problem-solving skills
- Fluent in English, Dutch is an asset
- Experience in a financial oriented setting is a plus – understanding of cash flow and revenue recognition
- Team player

CONTACT

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