

Proposal Manager

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 Proposal Manager you will ensure delivery of all assigned proposals, starting from the business development process up until study award. You have a 'getting things done' attitude and will apply scientific knowledge, excellent communication and organizational skills during our proposal development process.

RESPONSIBILITIES

Overall accountability of proposal development for specific accounts, including coordination with Business Development, Project Management, Operations, Legal and Finance to prepare, review and negotiate proposals. Ensure a smooth transition of awarded proposals to the Contracts team, which may include budget revisions/negotiations for newly awarded projects.

- Support set-up requests for proposals in close collaboration with involved employees of global CERBA RESEARCH affiliates
 - Work closely and act as an intermediary between the Business Development Managers, CERBA RESEARCH employees and CERBA RESEARCH's partner labs
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- Use scientific background/knowledge to analyze the customer's needs and translate the service requirements into a business proposal
- Contact clients as needed to discuss timelines, questions, expectations and deliverables
- Lead, facilitate and add value to key strategic meetings to:
 - Identify issues and customer requirements
 - Identify key team members
 - Lead discussions to ensure accurate, complete and high-quality input
 - Establish an agreement on timelines and deliverables in the meeting and ensure follow up
- Develop customer specific proposal text to accurately reflect strategy discussions
- Budget preparation which reflects both CERBA RESEARCH and customer needs
- Ensure accuracy, consistency and competitiveness of text, attachments and budgets
- Facilitate and lead pricing discussions
- Ensure appropriate and accurate mapping to customer budget specifications
- Provide qualitative customer deliverables adhering to strict deadlines
- Analyze current pricing and provide feedback on optimization opportunities
- Assist the Department Head BD and contribute in optimizing relevant workflow processes (e.g. Request for Proposal, Request for Information etc.)
- Ensure timely and accurate input in relevant databases (SalesForce etc.)
- Participate in the development and testing of tools and procedures
- Participate in customer calls/meetings to follow up on proposals/information requests/budget discussions/bid defense as necessary

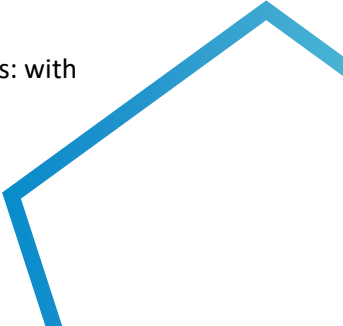
REQUIREMENTS

EDUCATION

Master's degree in Science (Biomedical, Bioengineering, etc.) is preferred

EXPERIENCE

> 2/3 years' experience in one of the following environments: with previous experience in a laboratory/CRO environment



SKILLS/ ADDITIONAL REQUIREMENTS

- Excellent communicator, open, clear and honest with a positive attitude
- Strong sense of business acumen, capable and eager to combine both scientific and financial skills
- Ability to lead meetings and negotiate
- Confident to deal with all internal/external customer levels
- Knowledge of Windows and Microsoft 365
- 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 a plus
- Experience in a financial oriented setting is an asset – understanding of cash flow and revenue recognition
- Team player

LOCATION

Cerba Research office or decentralized position

ORGANIZATION

Reports To	Regional lead of 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

CONTACT

Cerba Research US,
5 Delaware Drive,
Lake Success, NY 11042

mrossi@cerbaresearch.com

www.cerbaresearch.com