

Job Posting

Contracts and Proposals Coordinator

Position Overview:

Supports the Contracts & Proposals department. Manages the communications to and from the Contracts shared inbox in Outlook ensuring all requests are timely acknowledged, triaged, and addressed. Manages the filing of and distribution of all contracts and legal documents in a timely and accurate manner.

Primary Responsibilities and Essential Functions:

To perform this job successfully, incumbent must be able to satisfactorily perform the essential functions of the role without or with reasonable accommodations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Manage departmental shared inbox in Outlook to include filing emails, escalating emails, and responding to emails (as appropriate and requested by Supervisor) as well as general information flow.
- Organizing files and folders in accordance with standard Firma naming conventions and other departmental process guidelines.
- Monitoring email requests and following up with assigned individuals in a timely manner to ensure requested action is addressed and responded to in a timely manner.
- Updating team members and Firma colleagues timely and appropriately.
- Ensure records (within Outlook, SharePoint, etc.) are accurate and up to date and tracked as required.
- Create regular reports as directed.
- Develop, submit, and track US/CAN agency contract agreements with vendors as required.
- Manage the RFP/RFI submission process and timelines to exceed customer expectations and facilitate an efficient, high quality, and timely submission per SOP requirements.
- Update and maintain files in SharePoint as well as Contract Safe.
- Manages the routing of contracts via DocuSign for execution.

Note: This list is not intended to be an exhaustive list of duties and responsibilities. There may be other duties as assigned.

Qualifications including Education, Experience, and Skills:

- Bachelor's Degree or equivalent defined as a minimum of 6 years related, combined

experience in employment, education, knowledge, and skills that will enable the incumbent to proficiently perform the duties of the role.

- 2 - 3 years experience as administrative assistant or office manager preferred.
- Experience in clinical research or healthcare environment desired.

Capabilities:

- *Technology Skills:* Average experience with Microsoft Excel and Word. Able to create spreadsheets using medium level formulas. Able to format Word documents and utilize Adobe PDF for submission finalization.
- *Proof-reading and Analytical Skills:* Proactively checks work and easily identify and correct errors. Consistently provides thorough and detailed review and feedback.
- Able to work at a computer for more than 6 hours in the day.

Skills/Competencies:

- *Self-Starter:* Works with minimal supervision. Proactively identifies and communicates issues that require management approval or discussion.
- *Communication skills:* Demonstrates strong written and verbal communication skills.
- *Team Oriented:* Works effectively with colleagues and others by sharing ideas in a constructive and positive manner; listens to and objectively considers ideas and suggestions from others.
- *Analytical and Problem-Solving Skills, Solution Oriented:* Demonstrates an ability to analyze and solve problems. Approaches problems by focusing on workable solutions. Demonstrates a record of identifying opportunities for improvement and creating solutions through continuous and effective communications with management.
- *Time Management:* Makes commitments, keeps commitments, and is willing to be judged against them; Keeps others/management informed of work progress, timetables, and issues. Demonstrates consistent ability to successfully prioritize work and meet deadlines.
- *Organization Skills:* Keeps complete and accurate records in compliance with company SOPs and processes. Keeps others of work progress, timetables, and issues. Works well under strict deadlines and has the ability to balance diversity in workload and prioritization of assignments.
- *Flexible:* Can adjust to constantly changing deadlines and priorities. Has ability to be flexible when change occurs.

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