

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 headquarters in Lithuania and offices in Switzerland, Russia, Georgia, Ukraine, Poland, Kazakhstan and Sweden, Biomapas operations are spread over 5 continents, concentrated in Europe, Russia and former CIS region.

Biomapas is looking for a **Contract and Proposal Associate** (Regulatory Affairs/Pharmacovigilance/Medical Information) to support our **Business Development** team.

Role responsibilities:

- Generate high quality proposals in efficient and timely manner for regulatory affairs, pharmacovigilance and medical information services.
- Coordinate contract negotiation and execution with clients.
- Ensure constant proactive improvement of proposal templates and budgeting tools.
- Ensure maintenance, coordination of revision and update of company pricelists.
- Work closely with Business Development team on new RFPs.
- Coordinate collection of relevant data/information, required to generate high quality proposal.
- Initiate and lead internal proposal development meetings.
- Calculate project budgets and ensure their revision and approval by relevant team members.
- Draft/update Master Service Agreements/Service/Change Orders and negotiate them with clients, seek for legal advice if required.

Role requirements:

- Life Sciences, Business or other University degree of relevant field.
- At least 2-year of experience in contract and/or proposal management role.
- Fluency in native language and professional level of English, oral and written communication.
- Knowledge of any other language (advantage).
- Very good knowledge of MS Word, Excel, PowerPoint, Outlook.
- Knowledge of sales relevant systems, e.g. Salesforce (advantage).
- Strong organizational skills and ability to prioritize tasks.
- High attention to details, quality and consistency.
- Ability and willingness to work in a team.
- Ability to work independently in relation to developing certain documents.
- Flexible approach to changing environment.

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

Please apply to cv@biomapas.com

Be kindly informed that only selected candidates will be contacted.

Thank you for your attention.