

## **MAC Clinical Research**

### **JOB DESCRIPTION**

**NAME:**

**JOB TITLE:** Proposals Manager

**REPORTS TO:** Head of Feasibility & Proposals

**FOCUS OF THE JOB:** To Provide Early and Late Phase Proposals to Support the Business

**KEY SKILLS, KNOWLEDGE AND QUALIFICATIONS REQUIRED:**

At least 3 years' experience in the pharmaceutical industry

In-depth knowledge of all the services to support early & late stage clinical trials

Ability to manage own workload and meet deadlines

Excellent organisation and communication skills

**RESPONSIBILITIES:**

- Analysing, coordinating and development of proposals acting as the key interface between Business Development and Operations.
- Liaising with internal departments as needed for operational input into proposals.
- Working with the Head of Feasibility & Proposals to coordinate the cost negotiations.
- Developing and coordinating responses to the client on proposal queries and requests for cost revisions.
- Preparing updated proposals to reflect change orders.
- Coordinate and collate feasibility responses from Operations and prepare feasibility surveys / questionnaires as required.
- Maintain the CRM system with all new feasibility and proposal opportunities.
- Compliance with MAC health and Safety policy
- Compliance with MAC policy on equality and diversity
- To maintain professional qualifications required for the role, including continuous personal development
- To work to the requirements of SI 2004 no 1031 and amendments thereof, which includes Good Clinical Practice
- To work according to MAC SOPs, guidelines and policies
- To work according to current data protection standards and practice good information management. Maintenance of strict confidentiality of patient and business related data.
- To maintain a high level of initiative and personal responsibility, liaising appropriately with team members and managers to ensure your job role is efficiently carried out

- To support the aims of MAC and to represent MAC appropriately in a professional way to all our customers

**PHYSICAL, WORK ENVIRONMENT, TRAVEL DEMANDS:**

*Home based role but with travel to MAC sites as and when required*

***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Employees signature..... Date.....

Head of Department signature..... Date.....