



Job Description

Job Title:	Junior Proposals and Contracts Manager
Contract Status:	Fixed Term 2 Years
Responsible to:	Commercial Operations Director

Role Summary

The Junior Proposals & Contracts Manager supports the development, negotiation, and management of proposals and contracts for clinical research services. Working closely with Business Development, Project Management, Finance, and Operational Leads, this role helps ensure timely, accurate, and competitive proposals while maintaining compliance with internal processes and industry regulations.

We are an experienced, small, dynamic, quality focused and flexible team who are looking for individuals to join and complement us. This position is ideal for individuals early in their commercial operations career who have strong attention to detail, excellent communication skills, and a desire to grow within the clinical research field.

Key Responsibilities:

Contracts

- Assist in drafting and reviewing confidentiality agreements, master services agreements, client contracts, change orders, and work orders.
- Support senior contracts staff during contract negotiations by preparing redlines and tracking open issues.
- Ensure contract terms comply with internal risk management guidelines and regulatory requirements.
- Maintain a centralised tracking system for contracts.

Budgeting & Pricing

- Maintain and update the internal costing model when applicable. Support in writing the costing tool instructions.
- Prepare draft clinical trial budgets using established templates, costing tools, and operational input.



- Analyse cost drivers and ensure budgets align with both client expectations and internal margins.
- Maintain pricing libraries and standardized budget assumptions.
- Conduct research on industry benchmarks pricing trends, and competitor offerings to ensure budgets are within Fair Market Value (FMV).

Proposal Development

- Assist in the preparation, coordination, and delivery of client proposals (RFP responses, budgets, and scopes of work).
- Review client RFPs and support the development of proposal outlines and timelines.
- Collaborate with operational teams to gather accurate input and resource estimates.
- Customize standard proposal templates and language while ensuring compliance with company policies.
- Support redlining and editing of proposal documents to communicate assumptions, exclusions, and pricing details.
- Support the handover process from proposal stage to project initiation.

Cross-Functional Coordination & Reporting

- Work closely with Business Development, Regulatory, Finance, Legal, and Operations teams to ensure alignment between proposal, budget, and contract documents.
- Contribute to continuous improvement initiatives, template updates, process optimization, SOPs.
- Help building the Business Development function and attracting new commercial and non-commercial opportunities.
- Support the wider team with a flexible approach as different matters arise.

Qualifications

Education

- Bachelor's degree in Life Sciences, Business, Finance, Legal or related field.
- 1–2 years of experience in contracts and proposals in a CRO, pharmaceutical, biotech, or healthcare environment preferred.
- Exposure to clinical trial operations, proposals, or contract administration is a plus.
- Internship or entry-level experience within a research, business development, or project coordination role beneficial.

Requirements

- Strong analytical and numerical skills; comfortable working with budgets and spreadsheets.
- Strong interpersonal skills and ability to collaborate across teams.



- High attention to detail, accuracy, and document organisation.
- Ability to manage multiple tasks in a fast-paced environment.
- Flexible approach to change.
- Pragmatic attitude and ability to learn quickly.
- Able to work autonomously, identifying and filling knowledge gaps through self-directed learning.
- Proficiency in Excel and overall good understanding of MS Office.