



KLIFO is looking for an experienced and skilled Proposal Manager for one of our offices in Denmark, Sweden or Germany

KLIFO is expanding our services and would like to engage a new Proposal Manager into a dynamic and experienced team within Clinical Operations Solutions (COS). The person we want to engage like to work in a consulting environment and have a positive, proactive, flexible, self-driven and self-confident personality. We can offer a highly flexible, free and trustful working climate with exciting customers and projects among competent colleagues where your knowledge, experience and contribution are valuable and highly appreciated.

The position as Proposal Manager:

Acts as proposal and contract leader for COS projects (DK, GER, NL and SWE). The main focus of this position is to prepare and follow-up proposal and contractual documents including budget calculation and presentation, i.e.:

- Leader of the proposal process in COS globally
- Receives and reviews clinical Requests for Proposals (RFPs) to ensure full understanding of the client's requirements
- Prepares text, budget and cover letter for to accurately reflect services to be provided, client requirements and key selling points
- Work with COS Management, Business Development and key appointed experts to understand proposal strategy and develop proposal response and costing
- Leads proposal development meetings
- Use the costing model to develop budget
- Completes client bid grids
- Obtains third party or other KLIFO department quotes
- Assures accuracy, consistency and competitiveness of budget, text and attachments
- Keeps Management and Business Development informed throughout the proposal development process
- Interacts with clients during proposal preparation, justification meetings and in bid defence
- Prepares rebids as requested by client
- Leader of the contract process
- Develops, negotiates and executes client contracts in collaboration with COS Management, Business Development, Finance and Legal
- Prepares additional contractual content and documents for example payment schedules and changes in scope

The qualifications/personal skills of the Proposal Manager:

- Business Development / Outsourcing / Contracts experience from CRO, Biotech or Pharma and a minimum of 3-4 years in a similar position
- BSc/MSc in the life sciences field or related discipline
- Knowledge of GCP guidelines, applicable regulatory requirements, medical terminology and clinical trial processes
- Excellent communication skills (written and verbal) in English as well as in native language (if other than English)
- Action oriented and strong ability to drive things forward
- Strong planning and task management skills
- Organizational agility
- Analytical skills

We offer:

- Work within different therapeutic areas and with tasks of varying complexity
- Work with a heterogeneous client pool
- (pharmaceutical companies, established biotech, inexperienced biotech, investigators/academia)
- Build international client relations
- Use and elaborate your competences and experience
- Work in an interactive, flexible and positive working environment

Location:

KLIFO has offices in both Denmark, Germany, Sweden and the Netherlands.

Contact:

For more information, please contact Vice President for COS, Klas Rådberg, +45 44 222 935.

Applications should be sent to:

job@klifo.com marked Proposal Manager COS.

KLIFO processes your application and all related personal

data exclusively for the specific hiring process. Your data is processed as confidential information, cf. the current data protection law (GDPR).

Deadline: 30 September 2021 (applications are reviewed on an ongoing basis)

KLIFO is a leading integrated drug development consultancy with significant experience in partnering with biotech and pharmaceutical companies to advance their drug development projects. We provide end-to-end expert capabilities, enabling our partners to maximise opportunity, mitigate risks, drive innovation and achieve efficient project advancement. KLIFO has offices in Denmark, Sweden, Germany and the Netherlands and employs more than 150 highly skilled employees.

Join KLIFO and work together with some of the most experienced colleagues in the life-science industry. We have strengthened our competences over many years of dedication to our field of expertise, and we support and learn from each other. This gives us a positive, flexible and informal working environment and allows us to grow as individuals and as a company. For more information, visit [KLIFO.com](https://www.klifo.com)