



**Designation/Role:** Senior Costing and Proposals Associate

**Department:** Clinical Operations

**Job Description / Roles and Responsibilities for Job Title:**

- 1)** Administration and routine maintenance of CRM system (Zoho)
  - i. Report and metrics generation
  - ii. Support and training of C&P members and other as applicable
  - iii. Liaison between Cliantha Research and CRM team
- 2)** Preparation and completion of all RFPs upon request and assignment
  - i. Initial set up of the budget costing sheet on each proposal for input by the Contracts & Proposals (C&P) team
  - ii. Initial set-up, quality control checks, and finalize costing sheets of each proposal for all RFPs upon request
  - iii. May participate in sponsor bid defenses
- 3)** Preparation and completion of Change Order requests
  - i. Initial set-up, quality control checks, and finalize Change Orders
- 4)** Use business analytical skills to seek efficiencies in cost containment
  - i. Monitor contract value and product changes in coordination with internal departments, and adjust price profiles for margin optimization where appropriate
  - ii. Work with vendors to obtain costs and incorporate them accordingly into costing sheets
- 5)** Analyze quotes and cost sheets/templates and optimize where applicable
  - i. Assist in creating newly optimal costing sheets / departmental templates
- 6)** Work with and communicate across multiple levels of business and stakeholder organizations to determine how to improve existing business processes
- 7)** Performs all work in accordance with established departmental processes, regulatory requirements, while working in compliance with safety standards
- 8)** Assist with onboarding of new contract and proposals members
- 9)** Other duties as may be assigned

***Any Additional responsibility given by Head of the Department / Management***

**Qualifications:**

- University degree in Science / Sci-Business / Accounting / Mathematics, or equivalent
- 3 years of CRO / pharmaceutical or equivalent business experience preferred
- Excellent business writing, communication, editing and proofreading skills
- Ability to meet stated deadlines
- Ability to work independently and collaboratively as required
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- Strong analytical and problem solving skills, with demonstrated ability to plan, multi-task and prioritize, with a strong process background
- Proficient in spreadsheet and database applications
- Excellent interpersonal skills and ability to relate well to internal and external customers
- Ability to make effective decisions in a timely manner
- Strong technical proficiency and computer skills in all aspects of MS Windows and MS Office software packages

Interested candidates can send their resume at [shmishra@cliantha.com](mailto:shmishra@cliantha.com)