



Position Title: Manager, Contracts and Outsourcing

Department: Clinical Development Medical Affairs (CDMA)

Reports To (title): Director, Contracts and Business Operations

Location: King of Prussia, PA

Date: 9/19/17

Exempt Non-Exempt

Summary of Position:

Responsible for the preparation, negotiation, and administration of a variety of agreements in accordance with Paratek policy. May be responsible for any or a combination of the following organizations: Clinical Development/Medical Affairs, Regulatory Affairs & QA, Manufacturing, and Commercial. Provide support to Finance through accurate forecasting, reporting of actual spend, and analysis of variance.

Position Responsibilities:

- Independently draft and negotiate Service agreements, Collaboration Agreements, Master Service Agreements, Confidential Disclosure agreements, Contract Amendments, Work Orders, Change Orders, Consulting Agreements and other agreements to meet the business needs of assigned departments. Follow agreements through stakeholder and Legal review to sign-off, distribution, and filing.
- Manage Purchase Orders according to contract scope and duration.
- Serve as the liaison between internal customers and vendors. Determine appropriate vendor contracts for newly proposed work and negotiate competitive agreements with vendors that protect Paratek's interests, mitigate risk, and provide competitive pricing. Escalate issues as appropriate to resolve disputes.
- Coordinate the RFP/bid process including vendor identification, RFP development and submission, scheduling of bid defense meetings, analysis of proposals, and final award.
- Collaborate with internal customers on oversight of CRO/third party vendor performance against contracted scope of work. Use cost analysis tools to effectively assess performance against budget.
- Provide timely and accurate information to Finance in compliance with appropriate business and regulatory requirements, such as the Physician Payment Sunshine Act of 2009 and Paratek policy. Actively participate in regularly scheduled meetings with Finance.
- Communicate the impact of potential and actual contractual changes and associated budgets to line management and Finance.
- Review invoices for alignment with contracted work. Collaborate with stakeholders and Accounts Payable to manage invoice disputes with vendors.
- Serve as a resource for colleagues on appropriate company sourcing and vendor management policies, procedures, and processes.

Candidate Requirements:

- Minimum of a Bachelor's Degree in business or science.
- 5+ years of contract management/finance analysis/outsourcing experience; experience with either a pharmaceutical company or a CRO is required.
- Understanding of pharmaceutical contract management and functional outsourcing is ideal.
- Must have strong communication (written and verbal), organizational, problem-solving, and interpersonal skills with the ability to work with all levels of management and employees.
- Ability to manage multiple deliverables and prioritize work effectively.

Additional Information:

- Technology needs: Proficiency with all Microsoft Office applications, with emphasis on MS Excel.
- Travel requirements (%): 10%, as needed.