

## Contracts Manager

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**KCAS Bioanalytical & Biomarker Services** is seeking a Contracts Manager to assist with managing projects and programs for our customers, by interfacing with technical operations and business development within a growing organization in Shawnee, Kansas. KCAS is a contract research organization (CRO) providing bioanalytical & biomarker services to pharmaceutical clients in support of drug development, preclinical and clinical studies.

This job ad is meant to provide a brief overview of the nature and level of work being performed and does not imply that these are the only duties to be performed.

### **Position Summary:**

Responsible for preparing contracts and budgets (where applicable) for bioanalytical and biomarker project agreements, vendor agreements, fee for service contracts, and confidentiality agreements.

### **Key Job Responsibilities:**

Typical responsibilities of the Contracts Manager may include, but are not limited to, the following:

- Reviewing and writing proposal/contracts for service level performance and verifying contract compliance.
- Prepare budgets for proposals to estimate labor requirements.
- Report and suggest contract terms to senior management in an organized manner.
- Update and maintain contract files. Update contract status in a contract database or similar system for contract tracking.
- Prepare and send all study contracts and addendums for execution.
- Reviews RFP/quote requests to ensure full understanding of client requirements.
- Handoff won proposals/contracts to Operations with sufficient background detail for successful study start.
- Ensures timely delivery of assigned proposals to BD reps.
- Assist accounting and finance departments with payment schedules described in the contracts.

### **Education and Experience:**

- High School Diploma required, bachelor's degree preferred.
- 5 years in Contracts and/or Contract Administration.

### **Competencies, Skills & Personal Attributes:**

- Above average reading, writing skills and communication skills required.
- Excellent customer service skills, attention to detail and ability to be persistent while maintaining tact.
- Demonstrated ability to plan and prioritize.

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- Proven ability to work independently with strong analytical skills.
- Ability to add, subtract, multiply and divide, using whole numbers, common fractions, and decimals. Ability to compute rate, ration and percent.
- Above average computer and computer software skills, such as Microsoft Outlook, Excel, Word, Adobe.
- Perform all aspects of job in a way that supports company brand and supports company mission, vision and values.

### Physical Requirements:

- Ability to lift 20 pounds.
- Ability to sit or stand for extended periods of time.
- Ability to convey complex information clearly and concisely.
- Ability to ascend and descend stairs.

*KCAS is proud to be an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, marital status, veteran status, age, disability, pregnancy, genetic information, sex, sexual orientation, gender identity or any other legally protected category.*