

Mundipharma Research

Job Description

JOB TITLE:	Outsourcing Associate (m/f)	LOCATION:	Limburg, Germany
DEPARTMENT:	European R&D Outsourcing	COMPANY:	MRG
RESPONSIBLE TO:	European R&D Outsourcing Manager	STATUS:	Live

A. BROAD PURPOSE OF JOB:

Working with Colleagues from the UK and Germany, support clinical trials outsourcing for European Medical Research Operations, manage Contract Research Organisation contracts, handle negotiations and vendor relationships, and provide input to study cost forecasting. Ensure use of processes and tools to achieve Company objectives and deliver service excellence according to agreed quality, cost and time parameters.

B. SPECIFIC DUTIES AND RESPONSIBILITIES:

1. **VENDOR SELECTION & CONTRACT NEGOTIATION**
 Work with established processes and tools to ensure the Company attracts and selects vendors who meet the agreed specification. Negotiate in order to finalise contracts that meet Company and Vendor criteria, and which are consistent with legal requirements, industry best practice and corporate strategy.
2. **VENDOR PERFORMANCE MANAGEMENT**
 Work to achieve rigorous management of Vendor performance, including the use of performance criteria, measures and evaluation techniques. Recommend solutions to continuously reduce risk, and improve the outsourcing experience in relation to quality, time and cost.
3. **RELATIONSHIP MANAGEMENT**
 Proactively seek out, build and maintain high-value external and internal professional relationships in order to maximise the benefits of the outsourcing strategy and objectives. Manage relationships in order to balance the needs of internal customers, external vendors, and the Team. Take proactive ownership of sponsor vendor conflicts and seek optimal solutions.
4. **COMMUNICATION**
 Work to promote awareness and understanding of customer requirements and team responsibilities, and to improve cross-functional dialogue. Work within internal and external networks to maximise the flow of information and build local and global industry awareness.
5. **FINANCIAL FORECASTING & MANAGEMENT**
 Contribute to analysis and research in order to make sound forecasting recommendations for the budgeting process. Use appropriate processes, tools and resources for payment checking, rebates, and final reconciliations in accordance with contracts.

8. PERSONAL DEVELOPMENT

Commit to the management of own personal development in order to continuously improve self and the contribution to the organisation.

9. DEPARTMENTAL IMPROVEMENTS

Assist with the continuous improvement and development of department systems and processes.

10. ADDITIONAL RESPONSIBILITIES

Undertake any other reasonable activities as required by the Eu R&D Outsourcing Manager.

C. QUALIFICATIONS / EXPERIENCE:

- Experience in CRO or sponsor company outsourcing
- Confident and proficient in English
- Committed to training in Cambridge during the first few months and travelling internationally on an ongoing basis
- A research or procurement background

This position is also suitable for severely disabled applicants who possess all the qualifications outlined above.