

Contract/Budget Specialist

Job Description

The Contract/Budget Specialist provides oversight for all aspects of budget and contracting to include administrative and clerical tasks such as drafting, negotiating, pricing, and finalizing agreements and contracts related to clinical studies.

Responsibilities:

- Collaborates with Clinical Operations and Business Development in support of timely site start-up of new clinical trials.
- Manages and oversees the contracts to ensure they are complete and accurate, ensuring adherence to applicable protocols and guidelines.
- Provide support to ensure compliance with appropriate regulatory requirements and internal policies and procedures.
- Assist with tracking project and contract timelines.
- Maintains contracts and provides reporting as required to Leadership.
- Evaluate financial viability of clinical studies.
- Other duties as assigned.

Education/Experience/Skills:

- Bachelor's Degree in health care related field or accounting preferred
- 1-2 years' experience in clinical studies. Emphasis in respiratory / CNS studies preferred
- Previous experience with Phase I-IV studies preferred
- Familiarity with regulatory requirements governing clinical trials
- Medium to advanced skills in MS Excel and Word
- Detail oriented
- Read, write, and speak fluent English
- Strong verbal and written communication skills