Proposal Specialist (m/f/d)
Memphis, TN

About MLM Medical Labs

MLM Medical Labs is a leading specialty and central laboratory with comprehensive research services and diagnostic capabilities in Europe and North America. Offering standard and fully customizable analytical and logistics services across a variety of therapeutic areas, we add value at every stage of the drug development process, from nonclinical and preclinical through phase IV clinical trials.

The international team of over 150 highly skilled and experienced persons supports between 190 and 210 clinical trials, phase I–IV, at any given time. With our labs located in and Minneapolis MN, Memphis TN, USA and Mönchengladbach, Germany we work on transcontinental projects, hand in hand with our colleagues worldwide.

This position

We are looking for a Proposal Specialist (full time) to work in our Memphis, Tennessee, branch. This position will coordinate with our subject matter experts and business development team to assist with strategy, cost, and preparation of proposals in line with client needs and requests.

Your responsibilities

- Develop proposals and budgets for national and international clinical studies.
- Review clinical trial protocols and RFP materials and assist team in determining strategy and cost.
- Provide support to global business development team, subject matter experts, and operational team to ensure proposals are accurately scoped and costed.
- Liaise with international proposals team counterparts on global opportunities.
- Maintain communication with clients on project details and proposals as appropriate.
- Attend bid defense meetings to assist with explaining specifics of proposals to customers.
- Prepare work orders and change orders.
- Prepare and track CDA and MSA execution and expiration date.
- Manage RFI response gathering and timelines.

Required qualifications

- Bachelor's Degree; minimum of 2-3 years in clinical trials, laboratory, proposal development, procurement, project management, or sales/marketing support.
- Experience and/or exposure to laboratory testing and clinical research.
- Proficiency in Excel.
- Experience in proposal writing and RFP response.
- Knowledge and understanding of general medical terminology abbreviations.
- Knowledge and understanding of general clinical trial terminology and abbreviations.
- Knowledge of common safety laboratory tests.
- Understanding of contractual documents.

- Excellent written and verbal communication and organizational skills.
- Proactive and self-motivated, able to work independently with minimal supervision while remaining team oriented.
- Ability to adjust to changing priorities to meet timelines.
- Ability to travel to internationally for training.
- Familiarity with CTMS systems.
- Excellent business acumen.

Bonus qualifications

- Knowledge of requirements of safety laboratory tests such as stability and supplies required to obtain specimens.
- Fluency in German.

We are looking forward to your application!
MLM Medical Labs

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