



Life Molecular Imaging is a global and innovative biotech company focusing on the development and commercialization of molecular imaging radiopharmaceuticals. Currently, we are seeking an experienced **Contracts Project Manager** who will be responsible for contract management, project management, and proposal development including creating internal SOP for research collaborations, tracking capabilities and management of timelines.

**Roles and Responsibilities (Essential Functions):**

Contracts Management:

- Create internal SOP for research collaborations, tracking capabilities, and management of timelines
- Work with the medical affairs field team to shepherd research collaboration contracts into review process
- Negotiate clinical research budgets and contract language to align needs of LMI and its research collaborators
- Partner and collaborate with legal department to ensure timely approval of work orders and master service agreements
- Manage NDAs, CDAs, and study start-up activities
- Align and communicate contract budgets with operations, finance, and project management teams

Project Management:

- Uphold communication among all team members to drive project development and ensure delivery on time and within budget
- Track projects against timelines and ensure deadlines are met by all team members
- Red flag and resolve timeline problems

Proposal development with external vendors:

- Negotiate and manage contracts with vendors and ensure budgets are tracked and on target
- Assist with development of project proposals and keep internal and external stakeholders apprised of progress through pro-active communications

Meetings:

- Identify participating departments and develop project
- Schedule start-up meetings to initiate start of project
- Assist in preparing presentations; prepare and distribute status reports and meeting minutes

Experience, Education and Specialized Knowledge and Skills:

- Bachelor's degree with 3-5 years' experience in medical communications role in program management
- Highly developed interpersonal, verbal and written communication, and computer software skills
- Ability to build strong relationships with internal and external stakeholders of various backgrounds and expertise
- Must thrive working in a fast-paced, innovative environment while remaining flexible, proactive, resourceful, and efficient
- Ability to travel up to 15%

**Please send any inquiries, or submit resume and cover letter to: [hr.us@life-mi.com](mailto:hr.us@life-mi.com)**

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