

Proposal Associate

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Company: Avania

Location: United Kingdom

Category: other-general

Avania is hiring - Proposal Associate

This is great opportunity to join our global Budgets and Proposals team to support our Strategic Consulting, Market Access and Reimbursement, and Product Development groups.

The Budgets and Proposals (BAP) team is responsible for reviewing, prioritizing, and processing incoming requests for pre- and post-award deliverable requests from multiple stakeholders, including Business Development (BD), clients (current and potential), operational team members, and other stakeholders such as the Senior Management Team (SMT), and Legal.

BAP collaborates with BD, operations, Legal, and the SMT to prepare the following deliverables to meet the above requests and customize them per client requirements:

- Ballpark proposals (high level assumptions with rounded/ranged budget presentations)
- Full proposals (detailed budgets and text with strategic content)
- Work Orders (WO) – Executable documents for full service clinical work
- Statements of Work (SOW) – Executable consulting agreements
- Change Orders (CO) – Executable documents covering changes in scope (CIS) to active/awarded projects
- Requests for Information (RFI) – responses to detailed client questionnaires

BAP also updates and maintains corporate records, documents, and templates associated with the above deliverables in the following formats:

- Customer Relationship Management (CRM) platform
- Historical database • RFI library
- Global budget tool
- Proposal/SOW/WO/CO templates

Finally, BAP collaborates with key stakeholders (BD, Ops, SMT, Legal) across all regions to enhance/maintain/refine global templates and general BAP processes on an ongoing basis to meet and exceed all requirements (local, regional, global, corporate and client-related

When you need to advance your career, it takes Avania !

Candidates who offer a combination of the skills, knowledge and experience listed below are encouraged to apply to our Proposal Associate opportunity. With our continued growth we are hiring talent to join us on our journey and grow with us.

We seek -

Bachelor's Degree in Life Science, Business or equivalent

Previous experience in a CRO or similar environment. Preferably with some prior work experience with proposal management, project management or business development.

Comprehensive knowledge of relevant software (Windows, Word, Excel, Outlook, Databases)

Fluent in English (spoken and written)

Highly organized with excellent time management skills

Detail oriented with strong oral and written communication skills

Ability to multi-task and juggle multiple priorities/deadlines

Proactive with the ability to exercise sound judgement to solve day to day issues

Ability to concentrate and work under the pressure of meeting deadlines

We offer -

The opportunity to work in an innovative, fast-growing and rewarding industry

A dynamic and enthusiastic global team that fosters collaboration and the opportunity to work with experts across many specialties

Exchange of knowledge and ideas to help employees grow and advance their careers, backed with training and other development opportunities

Competitive compensation and benefits package (details shared during the interview process)

Some roles offer the opportunities for travel

Ask us about our hybrid and fully remote work opportunities

We look forward to receiving your application!

Avania takes pride in being an equal opportunity employer. We consider qualified applicants without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, protected veteran status, disability/handicap status, or any other legally protected characteristic.

#LI-DNI

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