



FRONTAGE

POSITION TITLE: CLINICAL PROPOSAL SPECIALIST

Position Summary: The Clinical Proposal Specialist will prepare all clinical and biometrics proposals for Phase I/BABE, Phase III and other clinical studies, and provide technical support to both internal operations teams and external clients who are interested in initiating projects. The Clinical Proposal Specialist will serve as the primary liaison between the client, Frontage Business Development and Operations teams to ensure that a proper project scope is developed and contracted.

Responsibilities:

- Coordinate and work with in house scientists regarding study designing, protocol generations and report preparations and review for clinical services (Bioavailability and Bioequivalence and other Clinical trials)
- Evaluate feasibility to perform specific studies in regards to clinical conduct, bio-analytical and statistical capabilities of Frontage.
- Contribute to business development initiatives, proposals/quote generation, responses to RFIs, RFPs and bid defense presentations
- Coordinate technical information between various groups: Clinical operations, Bioanalytical and Clinical laboratories, Statistics, Data Management, and Logistics companies. Work closely with multidisciplinary teams in a matrix environment.
- Identify, develop and implement good business practices that will streamline Frontage's contracting and business practices.

Requirements:

- Minimum of Bachelor's degree or equivalent in medical or life science discipline with at least 1 to 2 years of related experience and/or equivalent combination of education and experience.
- Strong interpersonal skills and comfortable interacting with scientific teams and regulatory agencies.
- Ability to prioritize work flow to ensure timely completion of assigned tasks

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