
Job description

Title: Contracts Manager

Reports to: Chief Operating Officer

Based at: Farboud Innovation Park, Formula Drive, Newmarket

Broad Function

The broad function of the Contracts manager is to steer the department to enable the organisation to win NHS, Private healthcare and B2B contracts. The Contracts Manager works alongside the Director of Sales, National Sales Manager, Territory Managers and Clinical Specialists. The holder of this position will also aim to cultivate and retain existing business.

- The Contracts Manager will co-ordinate the tender process, ensuring each department knows what is required of them and the timescales for completion.
- Medical Device knowledge is desirable, we accept transferable skills from the food and automotive industries as these are similar markets.

Key responsibilities and accountability:

- Undertake and complete Pre-Qualification Questionnaire, Request For Quote submissions and technical compliance information (NHS Supply Chain).
- Responsible for new leads
- Downloading and uploading documents to procurement portals
- Adhering to deadlines
- Document control
- Working with other teams especially regarding technical information and requests.
- Checking tenders before submission
- Responsible for searching for Tender notices for new opportunities OJEU (Official Journal of the European Union).
- Responsible for checking tender samples for before they are sent for evaluation.
- Ensuring contract prices are accurately maintained
- Submit monthly returns information regarding contracts where this is a requirement e.g. HealthTrust Europe
- Maintaining Unisurge catalogues on external portals e.g. GHX, Science Warehouse
- Undertake regular performance appraisals, 1-1's with your team members and Probationary reviews.

Principal Relationships

- Accountable to – Chief Operating Officer
- Internal – Working closely with internal departments and peer groups across all domains.
- External – Working with customers, suppliers and other external stakeholders where necessary.

Education and Experience

- Knowledge of Microsoft Office Suite
- Clinical knowledge is desirable.
- Good understanding of contracts law, qualification or courses attended are desirable

- Bachelor's degree is desirable

Skills and Attributes:

- Strong leadership / management skills
- Proactive in supporting the needs of the business with respect to quality and EHS systems.
- Ability to cooperate with other departments to facilitate the smooth running of the organisation.
- Follows company policies.
- Taking ownership and responsibility for your work and that of the team.
- Ability to provide and receive feedback
- Organised and methodical
- Good communication and interpersonal skills
- Capable of working under pressure to meet deadlines.
- Good time management
- Ability to challenge existing processes and improve them
- Must be able to work as part of a team and demonstrate initiative when required

Salary: £50,000.00-£70,000.00 per year