



World Health Research

GLOBAL RESEARCH SERVICES

Job Description: Associate Contracts Specialist:

The World Health Research (WHR) Associate Contracts Specialist supports the Contracts Team and the Operations team (project director, project manager, project coordinator, and admin team), efficiently performing multiple tasks across multiple studies.

1. The ideal candidate is organized, proactive, and thrives in a fast-paced environment.
2. The position requires the ability to work independently as well as collaboratively with cross-functional teams to ensure timely and accurate completion of tasks.

Key Responsibilities:

- Assists the Contracts Lead with various functions during the process of contracts negotiations and execution. Including:
 - Preparing various contracts required for the conduct of research studies including confidentiality agreements, clinical site agreements, consultant agreements, vendor agreements, etc.
 - Preparing various site-specific agreements using existing templates and sending them to the clinical sites and other external parties.
 - Following up on outstanding agreements in a timely manner.
 - Negotiating agreements, escalating items for approval to executives, principal investigators, study teams, contracts manager, and external parties as required for each project.
 - Preparing comparisons and reviews of agreements to ensure all changes have been tracked properly.
 - Preparing final documents for execution, ensuring the signatures are collected in a timely manner.
 - Drafting process documents as required to assist with workflow.
- Provide support to the Contracts team, including managing agreements by preparing, reviewing, negotiating, and enforcing contracts to ensure legal compliance and protect business interests.
- When capacity permits, provide support to the Operations team, and other teams within the organization.

Qualifications and Experience:

1. Undergraduate degree or equivalent.

2. Previous experience in contracts environment in a research setting is preferred.
3. Strong organizational and multitasking skills with a keen attention to detail.
4. Excellent written and verbal communication skills.
5. Proficiency in Microsoft Office Suite.
6. Ability to work independently and collaboratively in a team-oriented environment.

World Health Research: www.worldhealthresearch.ca

The members of World Health Research improve health through important research, education, and advocacy. A beacon of scientific rigour, the company is dedicated to supporting and championing transformative discoveries that reshape the medical landscape.

Please send Resume and Cover Letter to human-resources@worldhealthresearch.ca