

## **Contract Manager**

*Inceptua is a global pharmaceutical services company with market-leading capabilities across multiple business areas. We have over 25 years of experience serving life science companies of various sizes and global operations with offices across Europe, North America, and Asia.*

*We provide clinical trial supply, services and logistics, including comparator sourcing of medicines, packaging, labelling, storage, and distribution services. And we offer strategic advice, design, facilitation, and implementation of global early access programs, and distribution of unlicensed and other medicines worldwide.*

*Our success is based on the motivation, dedication and performance of our people. We strive to go the extra mile and achieve excellence in all our services.*

We are hiring for the position of a **Contract Manager** to be based in our **Windsor** office for immediate start. You will be reporting to the General Counsel, and will become part of our growing global Legal Team. You will also interact with other internal and external stakeholders of different business units and departments.

### **Responsibilities include, but are not limited to:**

- Work collaboratively with the broad Inceptua team towards business oriented solutions
- Analysis and provision of legal advice focused on business-oriented solutions on a wide range of matters
- Structure, draft, review, negotiate and keep oversight on diverse contracts and a variety of other legal documentation as required (including CDAs, client/supplier agreements, tenders, forms, etc.)
- Coordinating and managing expectations and timelines of both internal stakeholders and external third parties
- Solve enthusiastically ad-hoc tasks and projects as needed
- Coordinate legal matters handled by outside counsel
- Managing, archiving and documenting contracts and legal documents
- Advise internal stakeholders on changes to legislation and recommend appropriate action
- Support the Legal Counsel in Data Privacy matters
- Advise and support in various compliance matters including ESG

### **Your profile:**

- Experience in contract drafting and negotiation; legal qualification: equivalent of an LLB degree or qualified solicitor in the UK
- You justify of in-house experience of min. 5+ years

- You have a solid understanding in additional legal aspects of pharmaceutical companies (including a broad understanding of specific quality and compliance topics)
- You are pragmatic and solution-oriented, you know to deal with priorities and high sense of matching deadlines
- You have a hands-on attitude with the willingness to proactively help on all legal topics
- You demonstrate a high level of accuracy, efficiency and accountability, and you are detail-oriented
- You have excellent communication skills, and are a proactive team player
- You are able to work independently and think outside the box
- Able to work in an international and multicultural organization, any additional European language besides English is a plus
- Eligibility to work in the UK

This position is full-time with a hybrid schedule (three fixed days / week in the office, and the flexibility to work from home two days). Our company is home to employees from various backgrounds that speak a range of languages.

Please send your application, including a covering letter, to

**[recruitment@inceptua.com](mailto:recruitment@inceptua.com)**

(Attachments must be in PDF format)