

## Job Description

---

### Expectation for all Employees

Support the organization's mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, commitment to our community, and accountability and ownership.

### Job Summary

Responsible for preparing Request for Proposal (RFP) responses, including the text of proposals, pricing, and cover letters. Works actively with the Business Development team, as well as Scientific, Operations, and Finance teams in preparing proposals. Maintains database of proposals, RFI-response language, and marketing materials. Performs other business development activity, including interfacing with clients, as directed by management. The Sales Operations Associate is expected to demonstrate initiative, proactive behavior, and ability to navigate in a fast-paced environment.

### Essential Functions

- Prepares text of proposals, pricing, and cover letters for imaging CRO services and endpoint adjudication services.
- Reviews RFPs and creates assumptions table for purposes of the proposal and pricing.
- Coordinates proposal-specific materials from respective departments to prepare proposals.
- Maintains database of proposals, pricing, RFI-language, and presentations.
- Drafts initial RFI responses.
- Coordinates team meetings to ensure deadlines are met.
- Follows up with clients at the direction of Business Development management.
- Prepare and update content on WCC's website.

### Qualifications

- Excellent communication skills, both written and oral
- Excellent organizational skills, detail oriented
- Experience working in a GCP environment
- Experience and understanding of the CRO environment

## **Job Description**

---

- Professional. High level of integrity to maintain confidentiality of sensitive company and information.
- Ability to multi-task and work in a high-energy environment
- Strong skills in Microsoft (Word, Excel, and PowerPoint)