

OncoResponse

TITLE: Paralegal/Clinical Contracts Administrator

SUMMARY: Contracts administrator primarily responsible for review and monitoring of clinical and other partner contracts for growing biotech.

OncoResponse Inc., a Seattle-based privately held immuno-oncology company, has partnered with MD Anderson Cancer Center to deploy a unique and transformational approach to the discovery of cancer therapeutics. OncoResponse is leveraging the human immune system to identify fully human monoclonal antibodies and discover novel targets that will lead to the development of antibody-derived therapeutics for the treatment of cancer <http://www.oncoresponseinc.com>.

OncoResponse offers a team-oriented, stimulating work environment. Competitive compensation, benefits and stock options are offered. Please email your resume with cover letter to: careers@oncoresponseinc.com for consideration.

Summary: The Clinical Contracts Administrator/paralegal is primarily responsible for preparation, review, oversight and monitoring of clinical and other partner contracts for a growing biotech.

Responsibilities include:

- Draft, edit and assist in negotiating various contracts primarily related to clinical trials, contract process development, manufacturing, and external partner collaborations. Assist in review and drafting of other general corporate documents, including but not limited to master services agreements (various types of service e.g., research, manufacturing, marketing and IT related), statements of work, and confidentiality agreements.
- Coordinate with internal teams, other functional areas and external parties to ensure timely completion of agreements and appropriate contractual terms. Ensure that contracts comply with appropriate regulations and represent the company's interest.
- Monitor contractual obligations and ensure that contracts are properly executed, tracked, closed out and maintained.
- Make recommendations for document software and may assist with implementation.
- Initiate recommendations for updates to company standard templates and assist in drafting new templates as needed by the business.
- Maintain corporate entity documentation and registrations.
- Provide administrative support for documents and activities related to corporate activities such as licensing, partnering, acquisitions or dispositions of assets.

Education, Experience, and Skills:

- Hands-on experience reviewing, drafting and negotiating a variety of contracts; preferably in the biotechnology and/or pharmaceutical industry.
- Minimum of 5 years of experience working in a similar position in either a law firm or pharma company. Clinical contracts experience highly desired.
- High level of attention to detail and excellent organizational skills.
- Self-motivated individual who has the adaptability to work effectively as part of a team and as an individual.
- Ability to be self-directed.
- Excellent oral and written communication skills.
- Bachelor's degree from accredited college or university required. Certificate from ABA approved paralegal program preferred.

OncoResponse is an equal opportunity employer that values diversity.