



Contracts Administrator

Vancouver

Summary

Reporting to the Senior Director, Contracts, the Contracts Administrator provides day to day administrative support for the contracting process in support of Sierra business objectives.

Responsibilities

- Oversees administration of a wide variety of contracts, agreements and work orders.
- Prepares, distributes, tracks, amends as required and archives Confidentiality Disclosure Agreements, Material Transfer Agreements, Service Agreements, Clinical Trial Agreements and Master Service Agreements.
- Establishes, implements and maintains appropriate contract processes and document management systems.
- Prepares and distributes information regarding contract status modifications and compliance.
- Reports contract status to internal stakeholders and liaises as necessary to ensure terms and contract language are appropriate.
- Provides summary of contract terms for internal and external stakeholders as required.
- Performs other related duties as assigned.

Qualifications and Requirements

- A diploma or certificate in an administrative related discipline and a minimum of 3 years' related experience processing a high volume of documentation.
- Previous training, knowledge and/or experience in a legal, intellectual property or a biopharmaceutical environment is preferred.
- Advanced knowledge of Microsoft 365 (Word, Excel, Outlook, PowerPoint) and Internet search engines and data sources.
- Must be highly organized with a strong attention to detail and deadlines.
- Excellent verbal and written communication skills to interact effectively with internal staff from all levels of the organization as well as external stakeholders.
- A strong team player with a 'can do' customer service attitude.
- Highly flexible and adaptable to work effectively within a fast growing and changing environment with a geographically dispersed workforce.

How to Apply

To apply for this role, please submit your CV and cover letter in PDF format to hr@sierraoncology.com. Please indicate the position title in the subject line of your email.

We thank you in advance for your interest in Sierra. We will contact you directly should we wish to arrange a meeting to discuss this position further.