



Since 1990, METRONOMIA Clinical Research GmbH represents quality, competence, continuity and absolute customer orientation. We are a growth-oriented, mid-sized company that offers expert Biostatistical, Data Management and Medical Writing services in clinical research and serves international clients and projects from various industries including pharmaceutical, biotech and medical devices. Our clients value the competence and commitment of our employees, the basis of Metronomia's success. Come and join us as:

Proposal Manager (m/f/d) (Full- or part-time)

The Proposal Manager oversees, manages, and documents the proposal lifecycle, from initial contact with a client until project closure. The Proposal Manager drives proposal development, review, negotiation, adaptation, and finalization, monitors project progress, and makes adjustments via amendments as needed, coordinating activities and internal stakeholders.

Your responsibilities

- You act as primary contact for proposals and manage related communication and documentation.
- You create and update comprehensive and accurate proposals that reflect Metronomia and client needs.
- You manage Request For Information (RFI) and Request For Proposal (RFP) processes on schedule.
- You coordinate internal RFI/RFP contributors to identify requirements and devise response strategy.
- You liaise with Business Development and Contract Management to ensure timely delivery of commitments and harmonized communication, acting as backup for these roles when needed.
- You effectively represent Metronomia and its services and interests while fostering client relationships.
- You set proposal management standards and leverage existing or implement new templates and tools.

Your qualification

- Academic degree, preferably business administration or life sciences.
- 2+ years of experience in proposal management, preferably in clinical research field.
- You demonstrate knowledge of operational aspects of clinical research and Metronomia's services.
- You negotiate and communicate skillfully and pay attention to detail while maintaining a good overview.
- You write and speak German and English fluently and use computer systems and MS Office proficiently.

We offer you

- An attractive salary and extensive social benefits.
- Highly motivated and qualified colleagues and an open, respectful and collaborative atmosphere.
- Extensive onboarding training and development opportunities via internal and external trainings.
- An attractive workplace with career development, work-life balance and family friendliness.

Interested? Apply [here](#) with a comprehensive application, your availability and your salary expectations. Please note that Metronomia uses the "Recruiter on demand" service from Constares GmbH to support the management of applications.

Metronomia Clinical Research GmbH • Denise Lee • Managing Director
Paul-Gerhardt-Allee 42 • 81245 München • www.metronomia.net

