



CONTRACT ADMINISTRATOR

Job Summary

The Contract Administrator is primarily responsible for leading, drafting, negotiating, tracking and managing a wide variety of contracts, including initiating contract drafts, negotiating with external parties, coordinating internal review processes, facilitating legal review, ensuring signatures, managing contract database and filing systems.

The position title and level will be determined by candidate experience and accomplishments.

Responsibilities

- Draft, review, revise, maintain and negotiate contracts including but not limited to: Material Transfer Agreements, Sponsored Research Agreements, Master Services Agreements (including Work Orders), Supply/Manufacturing Agreements, Consulting Agreements, Confidentiality Agreements, and other various agreements.
- Collaborate with business functions to obtain all appropriate and necessary internal approvals for contract terms and provisions.
- Appropriately escalate complex legal and factual issues to Sesen Bio attorneys and assist in their resolution.
- Ability to understand and assess the risks and opportunities of third-party contracts.
- Effectively communicate with all stakeholders regarding contract terms and obligations, including responding to inquiries regarding and providing summaries of contract terms and conditions.
- Help manage systems that enable the efficient creation, negotiation, oversight, tracking and filing of the company's agreements.
- Provides research and support activity and counsels/ advises company personnel to develop solutions to a variety of problems.
- Prepare metrics on contract operations for reporting to management.
- Help provide on-site training on contracting basics and processes.
- Perform other duties as required.



Qualifications

- BA/BS degree required. JD or paralegal certification not required but preferred.
- Minimum of 5 years of contract negotiation, procurement, and management experience in the pharmaceutical, biotechnology, and/or life sciences industries required.
- Strong and proven negotiation and independent problem resolution skills.
- Previous industry/academic relationship management experience. Must have a working knowledge of the drug discovery and development process.
- Strong grasp of intellectual property principles associated with contractual relationships and facility in drafting and negotiating intellectual property provisions in contracts.
- Excellent communication skills, both written and oral.
- Ability to work effectively across a variety of functional groups and all levels of management.
- Business acumen and complex project management skills required.
- Must demonstrate independence, innovation, and strong interpersonal and leadership skills.
- Must be flexible and be able to react promptly to multiple short-term deadlines and manage competing priorities.
- Proficient in Microsoft office. Database management experience preferred.
- Effectively work cross-functionally with a highly collaborative approach.
- Solid problem solving, conflict management, and analytical skills.
- Ability to analyze complex situations to identify root cause and quickly create solutions with clear direction.
- Successful experience in a fast-paced entrepreneurial environment.
- Fit with Sesen Bio culture and values.
- This position requires 20% travel when travel is an option.

About Sesen Bio

We are passionate in our commitment to save and improve the lives of patients. Sesen Bio is a late-stage company developing fusion protein medicines for the treatment of patients with cancer. In February 2021, the FDA accepted for filing the Company's BLA for Vicineum™, a potential best-in-class treatment for non-muscle invasive bladder cancer.



Sesen Bio is proud to be an Equal Opportunity Employer. Our goal is to have a diverse workforce. We do not discriminate on the basis of race, age, color, religion, national origin, gender, sexual orientation, gender identity or expression, veteran status or disability or any other status protected under federal, state or local law. All employment is decided on the basis of qualifications, merit and business need.

For the safety of our employees and communities in response to COVID-19, Sesen Bio has implemented a temporary work from home policy. All interviews are conducted virtually at this time.