

Evrys Bio

Job Title:	Manager / Sr. Manager Contracting & Document Management	Job Category:	Administrative
Department/Group:	Evrys Bio	Job Code/ Req#:	NA
Location:	3805 Old Easton Road, Doylestown, PA 18902	Travel Required:	No
Level/Salary Range:	\$60,000-\$75,000	Position Type:	On site
HR Contact:	careers@evrysbio.com	Date posted:	August 12, 2024
Applications Accepted By:			
E-mail: Careers@evrysbio.com Subject Line: Attention HR: Sr. Manager Contracting		No recruiters Please be careful of recruiting scams. For any questions careers@evrysbio.com	
Job Description			
<p>The Main Purpose of Your New Job with Evrys Bio:</p> <p>This is an opportunity to join a small, entrepreneurial, and well-funded private biotech company. Building on research breakthroughs from an internationally renowned scientific team, our research platform has enabled us to discover new antiviral drugs, with a different mechanistic approach, that will change the way infection is treated from one virus at a time, to broad-spectrum therapies simultaneously effective against different viruses, without the emergence of drug resistance. Evrys Bio antivirals target special human proteins, known as sirtuins, enhancing their natural ability to fight powerful infections. The company is funded by private investors and by multi-million-dollar government grants and contracts to develop therapies addressing infection control, pandemic preparedness, and biodefense.</p> <p>We are searching for an experienced and dynamic, “hands on” Manager or Sr. Manager Contracting & Document Management, with strong preference for someone with a paralegal background, as well as experience in the biotech industry. This colleague will support our head of legal, our head of IP/ contracting as well as the leadership team in executing, tracking and managing our broader corporate contracting, as well as managing the virtual infrastructure to assure compliance and efficiency. The successful candidate will play a pivotal role in advancing our contracting capabilities.</p> <p>With COVID-19 and its variants, we’ve become more aware than ever of the need for novel antiviral therapies. So have government agencies who fund medical research, as well as large pharmaceutical corporations looking for the next big cure. Our scientific team has seen hundreds of viruses emerge for which there is no known effective drug therapy, and in some cases, resistance is building against existing drugs. Hence, key elements of our team culture are a sense of thoughtful urgency and collaboration. We have made significant advances recently and are progressing towards initiating clinical studies in the next 18 months. This creates a big opportunity to make a difference for us – and in turn this may present career growth opportunities for the right candidate.</p>			

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This position Reports to the IP / Contracting Attorney with a matrix line to the Head of Operations & Strategy; it is an onsite position at the Company's Doylestown, PA Headquarters, occasional remote working can be considered.

Salary is based on experience and comes with health benefits, paid vacation, and stock option incentives (that may earn you significant personal wealth by participating in the company's success).

Key Responsibilities:

- In collaboration with our Head of IP/Contracting and the leaders of the business lines drive the drafting & manage the process for the execution of contracting with all external partners, including CDA's, MSA's, MTA's, SOW's, etc.
 - Ensure agreements are finalized promptly and in accordance with our approval matrix
 - Digitally file all contracts in the system of record
 - Actively manage the contractual system of record - assuring appropriate extensions, renewals, expirations, etc. are accounted for
- Closely partner with all business segments to help align vendor performance in accordance with contractual agreements, ensuring agreements contain accurate and executable terms
 - Notify internal and external business partners when a contract requires modifications (extensions, expirations, changes of terms)
 - Incorporate new SOWs and other contract amendments into current agreements. Manage the contractual elements in case of non-performance of a contractual partner
- Manage the contracting system of record,
 - Assure systematics for efficient managerial controls
 - Evaluate options to streamline or automate processes, including an upgrade of the document management system (system of record)
- Support the business segments and our Finance Dept. to assure financial planning & controls reflect the contractual tenets
- Participate in key functional team meetings to align contractual workstreams with business priorities

Qualifications and Skills for the job:

- B.A. / B.S. (Paralegal background helpful but not a must)
- 5+ years of contracting experience, with at least 3 years of life sciences / biotechnology (required)
 - Through understanding of contracting trade-off clauses and the risk trade-offs that come with these for key vendors in the biotechnology space (e.g. CRO's CMO's, laboratory suppliers, etc.)
 - Basic aspects of intellectual property
 - Good understanding of financial and accounting implications emanating from contracts
 - Experience with NIH Grant and DoD Contracts administration (preferred),

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- Able to efficiently describe key contractual issues and potential paths to resolution.
- Experience in negotiating basic contractual elements
- Highly organized “hands on” planner and doer with a positive “can do” mentality
- Proven ability to work closely with the science team to incorporate accurate scientific and legal language that aligns contractual elements with project needs
- Experience working in fast paced and rapidly growing biotech environment, collaborating in a matrix environment; impact through influence
- Demonstrated experience in setting up an efficient contracting IT infrastructure, and the systematics for efficient managerial controls
- Basic project management skills – that will enable her/his work to connect to the various business segments
- Very good written and verbal communication skills.
- Contribute to a high-energy, fully-engaged, positive, accountable team culture described in E.V.R.Y.S. success behaviors and Values (see website)).
- Skilled with MS Word, Excel, etc., contracting platforms
- Ambitious, with a thoughtful desire to learn & grow

Recruitment and selection process – and future HR practices, post-hiring will be respectful and inclusive of diversity, will follow good equal opportunity and nondiscriminatory practices. Employment will require work permits to work in the USA.