

Contract & Business Analyst

Are you a self-starter looking for a challenge and the ability to be involved in the multi-facets of a business that will make an impact on the day to day as well as future success of a business? Do you like variety in your daily tasks that allows you to continue to grow your knowledge base and be a major contributor to an organization?

DMS Pharmaceutical Group is a growing full-line pharmaceutical wholesaler and specialty distributor in the Northwest Suburbs that is currently seeking a detail-oriented, driven and collaborative individual to join our team as Contract and Business Analyst. This individual will be well rounded and given the opportunity to constantly learn and take on challenges and act as the link between our technological capacities and our business objectives to help improve business efficiencies by way of cost-effective strategies.

The position will be responsible for managing contracts with vendors and customers, including but not limited to drafting, negotiating, and finalizing agreements as well as running financial queries and reports. This position is also responsible for the management and performance of contract pricing, including Group Purchasing Organizations (GPOs), manufacturer and government contracts. These combined responsibilities include, but are not limited to:

- Directly communicate with vendor and customer partners and potential new opportunities.
- Monitor contracts and reports and collaborate with colleagues to track contracts for accuracy and completeness, terms and conditions, legal, financial and risk analysis.
- Act as project manager and maintain oversight to internal and external stakeholders as required to support the management team in the pricing, planning, execution, and control of contracts.
- Responsible for all aspects of Government and GPO data, analytics, pricing analysis, updates and reporting; ensuring the dissemination of accurate, reliable, timely, and practical information to actively support and improve business decisions.
- Take the lead for accounts by sourcing, reviewing, editing and proposing contract language and amendments.
- Provide strong financial acumen, business logic and detailed negotiation skills.
- Understanding of EDI 845 contracts processes and system requirements and computer networks.

We are looking for a proven self-starter with strong negotiating and problem-solving skills. In addition, this individual should have:

- Pharmaceutical industry knowledge
- Working knowledge of PCs (MS Office suite at a minimum) and database management
- Must demonstrate strong interpersonal skills and ability to multi-task with minimal supervision
- Able to work independently as well as in a collaborative team environment

Preferred Qualifications:

- College degree in a business field
- Minimum of 5 years prior experience in contract management, financial modeling, and planning and analysis is highly desirable
- Advanced MS Excel and Word skills
- Excellent interpersonal skills, attention to detail, and ability to interact across all levels of staff
- Ability to work in fast paced environment and make presentations and recommendations to management team
- Proven oral, written and communication skills
- Strategic thinking, creativity and capacity to assist others in developing ideas and business opportunities