



## Quotation Manager - Life Sciences

**Language:** English

**Location:** Mississauga, Ontario

**Job Type:** Full-Time

### Profile

SGS is the world's leading inspection, verification, testing and Certification Company. SGS is recognized as the global benchmark for quality and integrity. With 65'000 employees, SGS operates a network of more than 1,000 offices and laboratories around the world. In Canada, we presently have a staff of over 1,700 employees and more than 40 locations from coast-to-coast. We have the following contract positions in our Agriculture group, this position would be based out of our offices in Mississauga, Ontario.

### Primary Responsibilities

This position is responsible for developing project-based price quotations for all, North American Life Science laboratories from assignment to delivery to client. Ensure timely delivery of quotation to client and communicate quotation status during development

### Specific Responsibilities

- Develop customer quotes in a timely, complete and proper manner.
- Follow Project Placement Policy to select testing sites (s) for opportunity
- Conduct Technical Review including identification of sub-contracted work, Resource Assessment (Equipment and Personnel), confirmation of Confidential Disclosure Agreement (CDA)
- Have direct contact with clients to scope or clarify the Request for Quotation (RFQ)
- Identify Project Manager based on Site and Technical Capabilities and communicate potential quotations to him/her
- Create Quotations including Technical Scope, Terms and Conditions (Payment, Procurement, Regulatory, etc.), and Pricing.
- Maintain Sales Database information with updated and accurate quotation information and assign follow up activities
- Update Sales on Quotation Activities and involve sales when quotation process is interrupted
- Liaise with technical/operations teams to ensure excellent communication channels exist to facilitate the successful handover and execution of the new and current business
- Listen to an anticipate the client's needs to offer the most suitable solution
- Prepare Internal Reports
- Prepare regular quotation status report and communicate to Sales and Lab Management
- Keep associates Quotation Templates Current
- Be abreast of SGS new products and services
- At all times, adopt a safe behaviour by exercising due regard for the Health and Safety of SGS employees and clients, in line with SGS policies and procedures
- At all times, comply with SGS Code of Integrity and Professional Conduct

### Reporting To

- Director Life Sciences Quotations
- The position works under general supervision

### Skills

- A minimum of a BSc degree (or equivalent) direct industry experience in Chemistry or Biology required.
- 5 years operational experience in chemistry or biology lab preferred
- Experience in assessing technical scopes and reading methods and protocols
- Knowledge of the drug development process
- Background in GMP environment
- Experience working under ICH guidelines
- Contract Lab and Contractual experience preferred
- Ability to estimate technical resources based on Project Scope and Methodology
- Must be able to read, understand and follow work instructions in a safe, accurate and timely manner.
- Candidates must be proficient in using various type of computer software (Word, Excel, Outlook etc.).
- Proven ability to manage and coordinate multiple projects in a fast-paced, highly professional environment.
- Demonstrates excellent

verbal and written communication skills including grammar and composition. •Ability to work well with others & independently. •Proven time management skills and a strong attention to detail. •Works well under pressure. •Ensures full compliance with the company's Health & Safety, Code of Integrity, and Professional Conduct policies.

**Additional information**

For candidates who meet these pre-requisites, SGS offers a stimulating professional environment and a very competitive compensation package. Please note that candidates applying for Canadian job openings must be authorized to work in Canada. SGS is the World's Leading Inspection, Testing, Verification & Certification Company.

**Apply via Link**

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