



# Example of Deal Manager Job Description

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Our company is growing rapidly and is looking for a deal manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for deal manager

- Continually strive to update and expand knowledge of US Healthcare system, and best practices in pharmaceutical contracting
- Other responsibilities as identified from time to time by department manager
- Focuses on driving and coordinating the sales process for high priority and high complexity deals including support for contract review
- Active across all territories within the region (AMS, EMEA or APAC) as required
- Where engaged, coordinate contractual reviews, incl RFI/RFP responses, through the various company stakeholders
- Guidance to Sales Support on licencing and procedures including rev rec rules
- Guidance to Sales Support on contract templates, NDA, customer letters
- Support Sales within strategic / complex deals to understand and progress a company compliant deal by efficiently identifying and driving actions cross-functionally within the Sales Support Team
- Act as a deal partner, who jointly owns the deal throughout different phases of bid management Pre-Sales, RFI, RFP and BAFO
- Oversee fulfillment of contractual obligations and ensure that necessary notifications are delivered to clients (including holdback requirements, advertising restrictions)

## Qualifications for deal manager

- Ability to exercise discrimination and judgment in discussing business and

- Ability to build positive working relationships with business partners, and act as liaison amongst them
- Ability to interface and communicate appropriately with all levels of organization, customers and third parties
- Good interpersonal communication skills as needed to work successfully with staff and managers within and outside of function staff at various levels up to VP level
- Strong analytical skills and ability to work both independently in cross functional teams
- Ability to function well in a fast-paced, dynamic, international environment with competing priorities