



CONTRACT SPECIALIST

Kala is an emerging pharmaceutical company on the verge of commercialization. We are seeking an experienced Contract Specialist to join a growing and dynamic organization. This is an opportunity for the right individual to come onboard and assist the Legal team with drafting and negotiating contracts, processes, and implementing a contract database. Come join an experienced and highly motivated team!

Key Responsibilities for this role will include:

- Manage contracting process from legal prospective and partner with Finance to assure coordination with PO requisition and approval.
- Work with all company departments and vendors to negotiate and assure contracts include necessary legal terms.
- Draft and edit contracts (i.e.: CDAs, MSAs, Consulting Agreements, Clinical Trial, etc.).
- Oversee contracting process and communicate it to the organization.
- Manage contract database to ensure all contracts are properly archived.
- Manage contract templates and assist company personnel with use of templates
- Oversee lifecycle of agreements from request to execution and distribution to all parties.

Our ideal candidate will have:

- Minimum of 5 years of contracting experience required.
- BA required, Legal focus preferred.
- Life Science/Pharma contract experience is preferred.
- Experience with clinical trial contracts is preferred.
- Extreme attention to detail.
- Excellent organization and time management skills.
- Demonstrated written and verbal communication skills.
- Strong interpersonal and intercultural communication skills
- Familiar with principles and practices of contract negotiation and compliance.

If you are interested in applying for this role, please send your resume directly to Careers@Kalarx.com and include the job title in your subject line.

About Us:

Kala is a biopharmaceutical company focused on the development and commercialization of therapeutics using its proprietary mucus-penetrating particle (MPP) technology, with an initial focus on the treatment of eye diseases. Kala has applied the MPP technology to a corticosteroid designed for ocular applications, resulting in two lead product candidates. The product candidates are INVELTYS™(KPI-121 1%) for the treatment of inflammation and pain following ocular surgery, for which we have submitted a NDA, and KPI-121 0.25% for the temporary relief of the signs and symptoms of dry eye disease, which is currently in Phase 3 clinical development.