RED OAK SOURCING
VALUE. VISION. INNOVATION.

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Red Oak is a joint venture between two Fortune 20 leading healthcare companies, CVS Health and Cardinal Health, responsible for securing generic pharmaceuticals for both organizations. Pharmaceutical Sourcing team is comprised of industry experts, strategists, and entrepreneurial thinkers who apply innovative strategies to bring generic pharmaceuticals to market more efficiently.

Enjoy the best of both worlds with our hybrid schedule! Work from the comfort of home on Mondays and Fridays and join the team in our welcoming office space on Tuesdays, Wednesdays, and Thursdays for collaboration and connection.

Position Summary

The Contract Analyst supports Red Oak Sourcing's contract related and data validation activities, primarily focused on contract maintenance and validation, in addition to data entry, auditing and data reconciliations. This position is within a fast-paced, collegial environment, providing the right individual with an opportunity for career advancement and the ability to directly interact with both parent organizations, Cardinal Health and CVS Health.

Responsibilities

- Timely and accurate execution of contractual activities including contract preparation, validation, contract execution, audits, document retention and related reporting
- Work cross functionally with both internal and external business partners to process and monitor the loading of contracts
- Data entry and system maintenance associated with contracts within Red Oak Sourcing's internal custom applications and Microsoft Azure Data Platform
- Contract and formulary management ensuring alignment and coordination with both Cardinal Health and CVS Health
- Super User/System Administrator of content management system (Contract Logix)
- Identification and reporting of any system issues to our third-party consulting partner
- Own and manage all changes to Data Validation SOPs, communicate changes as applicable, internally and to the parent organizations
- Perform routine reconciliations of data feeds coming to Red Oak from Cardinal Health and CVS Health
- Analyze and troubleshoot issues as identified with reconciliations, and determine steps for resolution
- Work closely with IT to ensure daily data feeds are loaded and validated
- Must execute job functions in a fast-paced, dynamic environment with a high degree of accuracy

Qualifications

- Bachelor's Degree in related field, or equivalent work experience preferred
- Demonstrated ability to manage multiple work streams
- Strong team player with solid communication skills
- Strong Microsoft Excel skills a plus

The typical pay range for this role is: $56,000.00 - $67,000.00

This pay range represents the base hourly rate or base annual full-time salary for all positions in the job grade within which this position falls. The actual base salary offered will depend on a variety of factors including experience, education, geography and other relevant factors. This position is eligible for a Red Oak bonus in addition to the base pay range listed above.

Employment Eligibility:
Applicants must be authorized to work for any employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.