

# Trial Vendor Senior Manager

Job ID  
REQ-10013730  
Jul 10, 2024  
India

## Summary

Core member of the Clinical Trial Team (CTT), independently managing all vendor-related aspects of global clinical trial(s) to deliver study outcomes within schedule, budget, quality/compliance and performance standards.

Proactively manages vendor-related risks and potential issues. Implements global vendor strategy and if required, escalates vendor issues

## About the Role

### Major accountabilities:

- Close interaction and collaboration with study team lead and study team members during study lifetime.
- Review of vendor related protocol sections during protocol development • Collaborate with Vendor startup manager to the development of Study Specification Worksheet (SSW) to facilitate bid process. If no VSM is assigned to the category, drive the SSW completion.
- Manages interface with vendors in cooperation with vendor partner functions
- Quote/proposal review in collaboration with procurement, support contract negotiations, Contributes to the development of vendor contract amendments. Accountable for vendor cost control, budget review, invoice reconciliation and PO close-out
- Creates and maintains vendor-related risk maps with contingency plan for documentation.

### Key performance indicators:

- Timely, efficient and quality execution of trials & trial related activities within assigned clinical program(s) within budget, and in compliance with quality standards.
- Adherence to Novartis policy and guidelines and external regulations.

### Minimum Requirements:

#### Work Experience:

- Excellent knowledge of the clinical operation processes and vendor management.
- Critical Negotiations.
- Collaborating across boundaries.
- Operations Management and Execution.

#### Skills:

- Budget Management.
- Clinical Trials.

- Negotiation Skills.
- Process Improvement.
- Project Management.
- Project Planning.
- Vendor Management.

**Languages :**

- English.

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Division

Development

Business Unit

Innovative Medicines

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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