

# Trial Vendor Senior Manager

Job ID  
REQ-10018640  
Sep 03, 2024  
Indien

## 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.
- Perform vendor oversight and governance. Identify and mitigate vendor issues, ensuring study deliverables.
- 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.
- Financial 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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Division

Global Drug Development

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Standort

Indien  
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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