

# Trial Vendor Senior Manager

Job ID  
REQ-10013730  
Sep 03, 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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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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