

# Contract Manager

Job ID  
REQ-10022410  
Sep 15, 2024  
USA

## Summary

Negotiates and finalizes Clinical Trial Agreement and Clinical Trial Amendments to include protocol budgets, PI changes, fixed costs, contract assignments, site/payee name change, terminations, and extensions, and IRB task orders

## About the Role

### Your Key Responsibilities:

- Aid in developing Clinical Trial Agreements, contracts amendment concepts, techniques and standards with senior contract manager.
- Independently negotiate and execute Agreements and budget amendment with minimum supervision.
- Develop budget and negotiate cost for all contract amendment types and task orders.
- Collaborate cross functionally with Legal, Compliance, Patent and Insurance to negotiate Agreements and Amendments
- Evaluate Investigational sites amendment requests from a fair market value perspective.
- Work with amendment requestor to ensure amendment integrity prior to negotiation
- Maintain proactive communication with Payments team to ensure payment reconciliation prior to contract termination
- Work closely with finance specialist to ensure completion of payment reconciliation prior to terminating sites contract.
- Liaison/collaborate with Clinical Study Manager, Investigational Sites, and study start up groups to expedite and finalize amendments

*The ideal location for this role is East Hanover where hybrid working principles apply. A distant working arrangement may be considered in certain states for US associates who are not within a daily commutable distance (more than 50 miles one way). Distant workers are responsible for the cost of home office expenses and periodic travel/lodging to East Hanover, as determined necessary by hiring manager.*

### Role Requirements:

- Degree in business administration, legal, finance, science, or related field or equivalent on the job experience may be considered
- Four+ years of experience in pharmaceutical services with contract management and/or study start-up activities including contract negotiations and management
- High degree of organizational, analytical, and team management skills.
- Computer literacy with document and spreadsheet applications. Ability to work on complex, multi- faceted projects.

- Excellent negotiation skills and vast knowledge of clinical trial agreements.

#LI-Hybrid

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**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$88,000- \$132,000/year; however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance

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#### **Accessibility & Reasonable Accommodations**

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable

accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to [us.reasonableaccommodations@novartis.com](mailto:us.reasonableaccommodations@novartis.com) or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

Development

Business Unit

Innovative Medicines

Location

USA

Site

Distant Employee - Distant Working Arrangement (DWA) (USA)

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Alternative Location 1

East Hanover, USA

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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