

# Trial Vendor Associate Director

Job ID  
REQ-10039256  
Feb 12, 2025  
Indien

## Summary

-Core member of the Clinical Trial Team (CTT), independently managing all clinical vendor related aspects of global clinical trial(s) to deliver study outcomes within schedule, budget, quality/compliance and performance standards. Lead and oversee the trial vendor activities independently to manage key milestones for the trial in respective therapeutic area.

## About the Role

### Major accountabilities:

- Close interaction and collaboration with study Trial Lead and study team members during study lifetime
- Review of vendor related protocol sections during protocol development
- Collaborate to the development of Study Specification Worksheet (SSW) to facilitate bid process.
- Manages interface with vendors in cooperation with vendor partner functions
- Quote/proposal review in collaboration with procurement, support contract negotiations, if required
- Contributes to the development of vendor contract amendments
- Accountable for Vendor cost control, budget review, invoice reconciliation and PO close-out
- Vendor service excellence at study level, ensures vendors meet quality and service level standards in their service delivery for the trial

### Key performance indicators:

- Timely, efficient, and quality execution of assigned trials and trial-related activities within budget, and in compliance with quality standards.
- Vendor service excellence at study level
- Proactive operational planning with effective contingency and risk mitigation plans
- Vendor KPI and KQI dashboards
- Site readiness monitoring
- Timely completion vendor readiness to support submission and startup activities
- Adherence to Novartis policy and guidelines and external regulations.

### Work Experience:

- Trial management

- Critical thinking Negotiations.
- Collaborating across boundaries.
- Operations Management and Execution.

### **Leadership Skills:**

- Excellent relationship building and communication skills with experience in working with diverse cross-functional teams and driving organizational excellence
- Strong organizational awareness; advanced planning and project management skills
- Excellent interpersonal, negotiation and conflict resolution skills
- Very strong vendor management skills
- Strong problem solving, negotiation, deadline driven and conflict resolution skills
- Strong influencing skills and timeline driven

### **Languages :**

- English.

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Division

Development

Business Unit

Innovative Medicines

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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