

# External Drug Discovery Transaction & Sourcing Coordinator

Job ID

REQ-10040190

Mar 04, 2025

USA

## Summary

The External Drug Discovery (EDD) Transaction & Sourcing Coordinator is responsible for managing day-to-day financial transaction activities with assigned CRO partners. In addition, the person is responsible for ensuring material deliverables through the planning and execution of reference/tool compound fee-for-service requests for GDC. This role involves close collaboration with internal teams including the entire EDD team (Scientific Interface EDD, Alliance Manager, and the second EDD Transaction & Sourcing Coordinator), the GDC SynTech material planning teams but also direct interaction with external CROs.

## About the Role

Position Location: Cambridge, MA onsite

Internal Job Title: Senior Scientist II (Level 3/GJFA 6)

The External Drug Discovery (EDD) Transaction & Sourcing Coordinator is responsible for managing day-to-day financial transaction activities with assigned CRO partners. In addition, the person is responsible for ensuring material deliverables through the planning and execution of reference/tool compound fee-for-service requests for GDC. This role involves close collaboration with internal teams including the entire EDD team (Scientific Interface EDD, Alliance Manager, and the second EDD Transaction & Sourcing Coordinator), the GDC SynTech material planning teams but also direct interaction with external CROs.

## Responsibilities related to transactions:

- Managing day-to-day financial transaction activities with assigned CRO partners.
- Vendor management, purchase order, and invoice reconciliation.
- Responsible for managing the purchase orders, track services delivered, ensure vendors are paid in a timely manner.
- Partnering with the finance and operation teams for monthly budget reporting.
- Communicating partner needs internally and addressing them appropriately.
- Working together with alliance manager, escalates internal or external issues that risk CRO partnership or cause a missed milestone/deliverable to ensure resolution.
- Working together with alliance manager, negotiates statements of work and associated budgets and timelines in collaboration with Business Development, Legal, and Finance.

## Responsibilities related to sourcing:

- Coordinating reference/tool compound FFS NEXT synthesis requests, including planning, quotes,

negotiations, project completion, and reporting.

- Optimally use synthetic chemistry knowledge and expertise to identify synthetic bottlenecks and challenges. Collaborate with colleagues to define a synthetic strategy, to apply technologies, and subsequently outsource the improved solutions to reduce costs and save time.
- Closely collaborate with the SynTech team.
- Manage and maintain the strong relationships with our FFS CRO partners. Contributes to the evaluation and onboarding of new CRO's if appropriate.
- Organizing and managing FFS project timelines and budgets

#### **Responsibilities related to Operational Excellence for EDD:**

- Support operational needs such as NEXT and ELN training and maintenance for CRO.
- Support logistics to/from CROs such as shipping and data management.
- Support activities targeted to CRO productivity enhancement
- Support SI EDD on seeking/digesting feedback from internal teams that collaborate with CROs
- Supports material enablement for IDD projects with planning and logistics

#### **Essential Requirements:**

- BS or MS degree in chemistry or related scientific field, with a strong knowledge in organic synthesis
- 7+ years of experience in a research environment
- Highly collaborative with a strong track record as a team player
- Well organized, flexible, ability to balance multiple priorities while remaining proactive
- Strong interpersonal, written and verbal communication skills.
- Proven decision-making ability and attention to detail

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**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$98,700 to \$183,300/year; however, while salary ranges are effective from 1/1/25 through 12/31/25, 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, and market factors.

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Pharma Research

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