

Trial Vendor Associate Director

Job ID
REQ-10039256
Feb 12, 2025
India

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.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

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

[Apply to Job](#)

Novartis is 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 recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Job ID
REQ-10039256

Trial Vendor Associate Director

[Apply to Job](#)

Source URL: <https://uat2.novartis.de/careers/career-search/job/details/req-10039256-trial-vendor-associate-director>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Trial-Vendor-Associate-Director_REQ-10039256
5. <mailto:diversityandincl.india@novartis.com>
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Trial-Vendor-Associate-Director_REQ-10039256