

# Clinical Trial Contract & Budget Manager

Job ID  
REQ-10040271  
Feb 18, 2025  
USA

## Summary

### Multiple Listings

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

The ideal location for this role is East Hanover but remote work may be possible (there may be some restrictions based on legal entity). Please note that this role would not provide relocation as a result. If associate is remote, all home office expenses and any travel/lodging to specific East Hanover for periodic live meetings will be at the employee's expense. The expectation of working hours and travel (domestic and/or international) will be defined by the hiring manager.

#LI-Hybrid

## 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

### Role Requirements:

- Degree in business administration, legal, finance, science, or related field or equivalent on the job experience may be considered
- 2+ years of experience (4+ preferred) in pharmaceutical services with contract management and/or study start-up activities including contract negotiations and management

- Budget negotiation experience
- 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.

**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between: \$77,000 and \$143,000/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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