

# Trial Vendor Senior Manager

Job ID  
REQ-10038949  
Apr 15, 2025  
India

## Summary

Core member of the Clinical Trial Team (CTT), independently managing all vendor-related aspects of global clinical trial(s) to deliver study outcomes within schedule, budget, quality/compliance and performance standards.

Proactively manages vendor-related risks and potential issues. Implements global vendor strategy and if required, escalates vendor issues

## About the Role

Job Description

### Major accountabilities:

- Close interaction and collaboration with study team lead and study team members during study lifetime.
- Review of vendor related protocol sections during protocol development • Collaborate with Vendor startup manager to the development of Study Specification Worksheet (SSW) to facilitate bid process. If no VSM is assigned to the category, drive the SSW completion.
- Manages interface with vendors in cooperation with vendor partner functions
- Quote/proposal review in collaboration with procurement, support contract negotiations, Contributes to the development of vendor contract amendments. Accountable for vendor cost control, budget review, invoice reconciliation and PO close-out
- Creates and maintains vendor-related risk maps with contingency plan for documentation.

### Key performance indicators:

- Timely, efficient and quality execution of trials & trial related activities within assigned clinical program(s) within budget, and in compliance with quality standards.
- Adherence to Novartis policy and guidelines and external regulations.

### Minimum Requirements:

#### Work Experience:

- Excellent knowledge of the clinical operation processes and vendor management.
- Critical Negotiations.
- Collaborating across boundaries.
- Operations Management and Execution.

### Skills:

- Budget Management.

- Clinical Trials.
- Negotiation Skills.
- Process Improvement.
- Project Management.
- Project Planning.
- Vendor Management.

#### Languages :

- English.

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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

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[diversityandincl.india@novartis.com](mailto: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.

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