

Trial Vendor Senior Manager

Job ID
REQ-10048103
Apr 10, 2025
Switzerland

Summary

As a 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, you'll be accountable for vendor service delivery at study level and collaborate closely with the Vendor Start-up Manager (VSM) for selected services (central labs, electronic clinical outcomes assessment/electronic patient reported outcomes (eCOA/ePRO), interactive response technology (IRT), cardiac and respiratory diagnostics, patient recruitment and retention (PR&R), and imaging reading) during study start-up and leverage your technical and study start-up (SSU) expertise to ensure a timely study start-up.

About the Role

Key responsibilities:

- 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 Start Up 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 and contributes to the development of vendor contract amendments
- Accountable for vendor cost control and vendor service excellence
- Initiates/co-ordinates vendor kick-off meeting for categories not covered by VSMs
- Attends vendor kick-off meeting for VSM supported categories

Essential requirements:

- 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 of UAT for eCOA and IRT
- Vendor cost control

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Division

Development

Business Unit

Innovative Medicines

Location

Switzerland

Site

Basel (City)

Company / Legal Entity

C028 (FCRS = CH028) Novartis Pharma AG

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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