

# Vendor Start-up Manager

Job ID  
REQ-10005309  
Aug. 19, 2024  
Ireland

## Zusammenfassung

Vendor Start-up Manager (VSM) is responsible for providing expertise in support of outsourced clinical trial activities during study startup. The VSM enables a flawless and accelerated vendor service delivery at the trial start-up phase and supports implementation of defined category strategies and service standardization. This role proactively assesses risk and concludes contingency plans to de-risk study startup.

## About the Role

### Responsibilities:

- Work in close collaboration with the Vendor Program Manager (VPM) and CRO during study startup phase to optimize a front loaded and timely study start-up process.
- Contribute to the development of Study Specification Worksheet (SSW) to facilitate bid process and selection of Vendors.
- Review vendor proposal / budget in collaboration with procurement (and vendor). If required, support contract negotiations.
- Ensure changes to protocol or study designs are consistently shared with vendors and incorporated into supplier budgets, timelines, and specifications. Support amendment of vendor contracts with Procurement team.
- Vendor service excellence at study level, ensuring vendors meet quality and service level standards in their service delivery for the trial.
- Pro-actively create and maintaining vendor related risk maps with contingency plan for documentation.
- Document issues identified with vendor oversight / performance and implementing and monitoring corrective actions. Escalate issue if required to the Vendor Category Expert (VCE).

### Requirements:

- Bachelor degree in science and or business. Advance degree preferred.
- Demonstrated experience and knowledge of the clinical operation processes and vendor management.
- Excellent knowledge of GxP and ICH regulations.
- Expert knowledge of clinical trial design and mapping to supplier requirements.
- Demonstrated leadership with supplier relationship management and/or specific service areas.
- Experience partnering across divisions with internal and external stakeholders.
- Demonstrated root cause analysis, problem solving, and solution generation skills
- Knowledge of key deliverables that impact green light milestones and vendor readiness
- Experience in outsourcing, contracting, sourcing of clinical services with Vendor/CROs (RFP, RFQ, contracting).

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Abteilung

Development

Business Unit

Innovative Medicines

Ort

Irland

Website

Dublin (Novartis Corporate Center (NOCC))

Company / Legal Entity

IE02 (FCRS = IE002) Novartis Ireland Ltd

Alternative Location 1

Vereinigtes Königreich

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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