NOVARTIS

Vendor Startup Manager (VSM)

Job ID
REQ-10009215
juin 04, 2024
Etats-Unis

Résumé

About the Role Vendor management has become an integral and crucially important part of scientific data generation supporting our submissions to health authorities and helping bring medicines to patients. Vendor Partnership and Governance (VPG) unlock the value of vendor partnerships to achieve excellence in scientific data delivery. Role Purpose As Vendor Start-up Manager (VSM) you are 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. Responsibilities • Working in close collaboration with the Vendor Program Manager (VPM) and CRO during study startup phase to optimise a frontloaded and timely study start-up process. • Contributing to the development of Study Specification Worksheet (SSW) to facilitate bid process and selection of Vendors. • Reviewing vendor proposal/ budget in collaboration with procurement (and vendor). If required, support contract negotiations. • Ensuring changes to protocol or study designs are consistently shared with vendors and incorporated into supplier budgets, timelines, and specifications. Supports 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 creating and maintaining vendor related risk maps with contingency plan for documentation. • Documenting issues identified with vendor oversight / performance and implementing and monitoring corrective actions. Escalating issue if required to the Vendor Category Expert (VCE). The ideal location for this role is East Hanover where hybrid working principles apply. A distant working arrangement may be considered in certain states for US associates who are not within a daily commutable distance (more than 50 miles one way). Distant workers are responsible for the cost of home office expenses and periodic travel/lodging to East Hanover, as determined necessary by hiring manager.

About the Role

- Bachelor degree in science and or business with equivalent working in the pharmaceutical industry or equivalent. Advance degree preferred.
- 3+ years working experience and excellent 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 expert knowledge of specific service areas.
- Demonstrated 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).

The company provides reasonable accommodations for otherwise qualified individuals with medical restrictions if an accommodation can be provided without eliminating the essential function of driving.

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

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

Commitment to Diversity & Inclusion: The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between $130,400 - $195,600/year; *however, while salary ranges are effective from 1/1/24 through 12/31/24, 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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suitable career opportunities as soon as they come up: https://talentnetwork.novartis.com/network

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EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers who are focused on building and advancing a culture of inclusion that values and celebrates individual differences, uniqueness, backgrounds and perspectives. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to fostering a diverse and inclusive workplace that reflects the world around us and connects us to the patients, customers and communities we serve.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are 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 application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 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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Vendor Startup Manager (VSM)

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