

# Sr. Specialist Research Outsourcing

Job ID  
REQ-10028191  
nov 06, 2024  
Etats-Unis

## Résumé

“This position will be located at Cambridge, MA and will not have the ability to be located remotely. This position will require minimal travel as defined by the business. only local candidates will be considered.”

Senior Specialist, Outsourcing for the Research Environment (ORE), supports the process of outsourcing scientific activities for BR scientific functions and projects, handling operational aspects of the outsourcing workflow and CRO relationships, and ensuring that high quality data is generated and internalized.

# LI-Onsite

### Responsibilities:

- Operational management of CROs supporting Novartis BR scientific function(s) and projects under the supervision/direction of ORE team members
- Drive efficient, cost-effective, high-quality, and flexible infrastructure and logistics for outsourcing scientific activities including but not limited to activities such as invoice reconciliation, sample retention logistics, data QC, process automation and scientific material stewardship
- Act as scientific contact for operation and logistics of outsourcing requests
- Share responsibility with scientific functions for assay performance and data QC
- Collect input and provide recommendations for optimizing resource allocation; identify issues and propose mitigating plans
- Develop tools for data handling and processing (e.g. data QC and analysis)
- Ensure implementation and adherence to BR compliance and operational policies

## About the Role

### Requirements

- BS/MS in bioscience discipline
- Minimum 2 years of experience with pharmaceutical or biotech research
- Expertise in one or more of the following areas or related fields: in vivo PK, in vitro ADME, preclinical safety profiling, biochemical and cellular assays, NGS, biologics, customs & shipping logistics, along with strong background of data analytics
- Ideally experience in data analytics, process automation and database applications (e.g. Knime, SQL, Sharepoint)
- Ideally experience in (scientific) Operations, management of external collaborations, and interactions with internal scientific and support functions

**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between: \$97,600 and \$146,400/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.

Company will not sponsor visas for this position.

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

**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>

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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](mailto: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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