

Operation Manager (Vendor management and governance support)

Job ID
REQ-10025480
Oct 31, 2024
Switzerland

Summary

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Job Description Summary

The Vendor Management & Governance (VM&G) function is situated in the Global Lab Supply Management & Shared Services (LSM&SS), that is within the Global Lab Solutions & Scientific Services (GlaSSS) Function of Scientific Operations (SO). SO is responsible for providing integrated programs and services that support our scientific community and has a mission to enable the Biomedical Research's (BR) lab scientists to focus on science in the lab through data-driven, sustainable operational excellence and innovation.

As a key member of the Global LSM&SS team, you will be responsible for ensuring the success of the VM&G global sub-function through the provision of Vendor Management (VM) expertise and guidance to all SO Functions, including active involvement with/management of selected vendor interactions, at all EU/US sites.

About the Role

Your Key Responsibilities:

- Develop and execute the Global VM&G strategy, aligned with the LSM&SS, GLaSSS, and SO overall strategies.
- Define and operate the vendor management framework across SO.
- Provision of VM&G support to all SO Functions including vendor selection, definition of contractual terms, performance monitoring, legal requirements US/EU, close-out.
- Management of selected key vendor interactions including ownership/attendance at Business Reviews.
- Ownership of the SO/BR VM&G training curriculum.
- Building institutional knowledge for SciOps VM&G needs.
- Maintenance of strategic links to other VM&G-related Novartis Groups (SPO, Procurement, Finance, GDD/VPG, etc.).
- Partner with the global Head of Operations (HoO) community to drive a coordinated approach to VM&G across BR.
- Represent VM&G in discussions with other Novartis Functions and ensure alignment and transfer of best practices as appropriate.
- Integral member of the LSM&SS leadership team representing the VM&G function.

Role Requirements:

- Bachelor's degree in scientific/technical/financial or related discipline. Master's degree preferred

- People management/Leadership experience desirable.
- Experience in a vendor management capacity for a research laboratory environment within a pharmaceutical/biotech company
- In-depth knowledge of laboratory operations and research supply chain management.
- Previous experience in a research laboratory environment within a pharmaceutical/biotech company
- Experience in all aspects of VM&G, including vendor selection, contract management, negotiation, legal requirements US and/or EU, performance tracking, close-out.
- Solid basis in finance and procurement principles.
- Ability to take both hands-on and consultant positions.
- Ability to network with other Novartis Groups (Procurement, Finance, GDD/VPG, etc.).
- Ability to work in a complex and dynamic environment.
- Experience of working within a matrix organization across countries and cultures.
- Excellent communication, consensus building, well developed influencing and negotiation skills and strong drive for operational excellence.

May be required to travel internationally.

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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Division

Biomedical Research

Business Unit

Pharma Research

Location

Switzerland

Site

Basel (City)

Company / Legal Entity

C028 (FCRS = CH028) Novartis Pharma AG

Alternative Location 1

Cambridge (USA), USA

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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