

Clinical Trial Vendor Associate Director – Team Lead

Job ID

REQ-10054134

Jun 09, 2025

USA

Summary

This position will be located at East Hanover, NJ site and will not have the ability to be located remotely.

“Please note that this role would not provide relocation and only local candidates will be considered.”

Oversee the execution and delivery of a portfolio of GCO-supported clinical studies from the vendor management perspective across a specific therapeutic area, defining a Trial Vendor Management community. Drive the timely and effective management of trial execution from vendor management perspective, ensuring alignment with Good Clinical Practices (GCP) and Standard Operating Procedures (SOPs).

Lead and manage a dedicated team of Trial Vendor Associate Directors (TVADs) and Trial Vendor Senior Managers (TVSMs), providing developmental support and guidance to the team. Actively provide direction on navigating stakeholder relationships, resolving operational challenges, and implementing best practices in vendor management.

Manage resource allocation and collaborates with Vendor Program Strategy Directors to ensure resource planning within assigned community.

#LI-Onsite

About the Role

Leader of a TVM community. This includes people management responsibility within the TVM organization

Oversees the execution and delivery of a portfolio of GCO supported clinical studies for Novartis of diverse complexities and priorities within the assigned community. As a people manager:

- Establish and manage a community of TVMs that is self-organized, disciplined, and able to independently set community objectives.
- Constantly improve and innovate in the trial vendor management execution of several types of trials within the assigned community.
- Together with the Head of Trial Vendor Management and the VPSDs, performs ongoing assessment and promotes efficient allocation of TVMs to ensure balanced workload in line with GCO priorities
- Hiring, onboarding, development, and retention of TVMs
- Coaches TVMs to have the required level of capabilities, including understanding of agile principles, therapeutic area, and vendor deliverables knowledge, to successfully deliver timely, high-quality studies that meet business outcomes
- Apply and encourage an agile mindset, values, and principles, be an ambassador and a catalyst for the

established ways of working (with focus on vendor management activities)

- Partner with TVMs to foster their growth in leadership through role modeling, mentoring and coaching; refrain from command-and-control leadership
- Sponsor of community(ies) of practice relevant to specific topics

Requirements:

- Bachelor's degree or equivalent degree is required, with advanced degree preferred.
- 8+ years working experience and excellent knowledge of the clinical operation processes and vendor management
- Demonstrate strong people management skills in a matrix environment
- Excellent knowledge of GxP and ICH regulations
- Very good knowledge of clinical trial design and mapping to supplier requirements
- Thorough and technical understanding of Novartis specifications for supplier provided services
- Vendor management; outsourcing, contracting, sourcing, of clinical services
- Results-driven: demonstrated ability of completing projects on time
- Ability to work in cross-functional teams and a matrixed environment
- Strong influencing and negotiation skill

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between \$126,000/yr and \$234,000/yr; ***however, while salary ranges are effective from 1/1/25 through 12/31/25, 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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

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>

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. 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.

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.

Division

Development

Business Unit

Innovative Medicines

Location

USA

State

New Jersey

Site

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Job ID

REQ-10054134

Clinical Trial Vendor Associate Director – Team Lead

Source URL: <https://prod1.id.novartis.com/careers/career-search/job/details/req-10054134-clinical-trial-vendor-associate-director-team-lead>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. <mailto:us.reasonableaccommodations@novartis.com>
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/East-Hanover/Trial-Vendor-Associate-Director-Community-Lead_REQ-10054134-2
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/East-Hanover/Trial-Vendor-Associate-Director-Community-Lead_REQ-10054134-2