

# SSU Manager

Job ID  
REQ-10025562  
Oct 15, 2024  
Mexico

## Summary

Our SSU Manager contributes, with appropriate oversight, to all aspects of global clinical trial(s) to deliver study outcomes within schedule, budget, quality/compliance and performance standards. May have the opportunity to lead specific aspects of global clinical trial process. Contributes to operational excellence through process improvement and knowledge sharing.

## About the Role

### Major accountabilities:

- Might be involved in various operational excellence activities like process improvement or other line function initiatives.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt - Distribution of marketing samples (where applicable).

### Key performance indicators:

- Timely, efficient and quality execution of trials & trial related activities for assigned clinical program(s) within budget, and in compliance with quality standards.
- Adherence to Novartis policy, guidelines and external regulations.

### Minimum Requirements:

- Bachelor's degree.
- Minimum of 5 years of experience in clinical research positions, specifically in SSU.
- Fluent in English, written and spoken skills.

### Skills required:

- Budget Management.
- Clinical Trial Management, specifically in Study Start-Up.
- Negotiation Skills.
- Process Improvement.
- Project Management.
- Project Planning.
- Vendor Management.

### Work Experience:

- Study Start-Up Experience.

- Financial Management.
- Critical Negotiations.
- Crossfunctional collaboration.
- Operations Management and Execution.

**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

Development

Business Unit

Innovative Medicines

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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