

# Trial Vendor Associate Director

Job ID

REQ-10054442

Jun 09, 2025

India

## Summary

Core member of the Clinical Trial Team (CTT), independently managing all clinical vendor-related aspects of global clinical trial(s) to deliver study outcomes within schedule, budget, quality/compliance and performance standards. Proactively manages vendor-related risks and potential issues. Implements global vendor strategy and if required, escalates vendor issues to the VSM or Vendor Alliance Lead (VAL) while keeping Trial Lead and Vendor Program Strategy Directors informed about vendor risks and issues. Oversees vendor compliance at study level.

## About the Role

### Major accountabilities:

- Close interaction and collaboration with study Trial Lead and study team members during study lifetime
- Review of vendor related protocol sections during protocol development
- Collaborate to the development of Study Specification Worksheet (SSW) to facilitate bid process.
- Manages interface with vendors in cooperation with vendor partner functions
- Quote/proposal review in collaboration with procurement, support contract negotiations, if required
- Contributes to the development of vendor contract amendments
- Accountable for Vendor cost control, budget review, invoice reconciliation and PO close-out
- Vendor service excellence at study level, ensures vendors meet quality and service level standards in their service delivery for the trial

### Key performance indicators:

- Timely, efficient, and quality execution of assigned trials and trial-related activities within budget, and in compliance with quality standards.
- Vendor service excellence at study level
- Proactive operational planning with effective contingency and risk mitigation plans
- Vendor KPI and KQI dashboards
- Site readiness monitoring
- Timely completion vendor readiness to support submission and startup activities
- Adherence to Novartis policy and guidelines and external regulations.

**Minimum Requirements:**

- Trial management
- Critical thinking Negotiations.
- Collaborating across boundaries.
- Operations Management and Execution.

**Leadership Skills:**

- Excellent relationship building and communication skills with experience in working with diverse cross-functional teams and driving organizational excellence
- Strong organizational awareness; advanced planning and project management skills
- Excellent interpersonal, negotiation and conflict resolution skills
- Very strong vendor management skills
- Strong problem solving, negotiation, deadline driven and conflict resolution skills

Strong influencing skills and timeline driven

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Division

Development

Business Unit

Innovative Medicines

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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