

# Vendor Startup Manager (VSM)

Job ID  
REQ-10009215  
Sep 03, 2024  
USA

## Summary

### About the Role

Vendor management has become an integral and crucially important part of scientific data generation supporting our submissions to health authorities and helping bring medicines to patients. Vendor Partnership and Governance (VPG) unlock the value of vendor partnerships to achieve excellence in scientific data delivery.

### Role Purpose

As Vendor Start-up Manager (VSM) you are responsible for providing expertise in support of outsourced clinical trial activities during study startup. The VSM enables a flawless and accelerated vendor service delivery at the trial start-up phase and supports implementation of defined category strategies and service standardization. This role proactively assesses risk and concludes contingency plans to de-risk study startup.

### Responsibilities

- Working in close collaboration with the Vendor Program Manager (VPM) and CRO during study startup phase to optimise a frontloaded and timely study start-up process.
- Contributing to the development of Study Specification Worksheet (SSW) to facilitate bid process and selection of Vendors.
- Reviewing vendor proposal/ budget in collaboration with procurement (and vendor). If required, support contract negotiations.
- Ensuring changes to protocol or study designs are consistently shared with vendors and incorporated into supplier budgets, timelines, and specifications. Supports amendment of vendor contracts with Procurement team.
- Vendor service excellence at study level, ensuring vendors meet quality and service level standards in their service delivery for the trial.
- Pro-actively creating and maintaining vendor related risk maps with contingency plan for documentation.
- Documenting issues identified with vendor oversight / performance and implementing and monitoring corrective actions. Escalating issue if required to the Vendor Category Expert (VCE).

The ideal location for this role is East Hanover where hybrid working principles apply. A distant working arrangement may be considered in certain states for US associates who are not within a daily commutable distance (more than 50 miles one way). Distant workers are responsible for the cost of home office expenses and periodic travel/lodging to East Hanover, as determined necessary by hiring manager.

## About the Role

- Bachelor degree in science and or business with equivalent working in the pharmaceutical industry or equivalent. Advance degree preferred.
- 3+ years working experience and excellent knowledge of the clinical operation processes and vendor

management.

- Excellent knowledge of GxP and ICH regulations.
- Expert knowledge of clinical trial design and mapping to supplier requirements.
- Demonstrated leadership with supplier relationship management and/or expert knowledge of specific service areas.
- Demonstrated partnering across divisions with internal and external stakeholders.
- Demonstrated root cause analysis, problem solving, and solution generation skills
- Knowledge of key deliverables that impact green light milestones and vendor readiness
- Experience in outsourcing, contracting, sourcing of clinical services with Vendor/CROs (RFP, RFQ, contracting).

The company provides reasonable accommodations for otherwise qualified individuals with medical restrictions if an accommodation can be provided without eliminating the essential function of driving.

### **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?

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**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$130,400 - \$195,600/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.

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Division

Development

Business Unit

Innovative Medicines

Location

USA

Site

Distant Employee - Distant Working Arrangement (DWA) (USA)

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Alternative Location 1

East Hanover, USA

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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