NOVARTIS

Contract Manager

Job ID
REQ-10022410
Sep 15, 2024
USA

Summary

Negotiates and finalizes Clinical Trial Agreement and Clinical Trial Amendments to include protocol budgets, PI changes, fixed costs, contract assignments, site/payee name change, terminations, and extensions, and IRB task orders

About the Role

Your Key Responsibilities:

- Aid in developing Clinical Trial Agreements, contracts amendment concepts, techniques and standards with senior contract manager.
- Independently negotiate and execute Agreements and budget amendment with minimum supervision.
- Develop budget and negotiate cost for all contract amendment types and task orders.
- Collaborate cross functionally with Legal, Compliance, Patent and Insurance to negotiate Agreements and Amendments
- Evaluate Investigational sites amendment requests from a fair market value perspective.
- Work with amendment requestor to ensure amendment integrity prior to negotiation
- Maintain proactive communication with Payments team to ensure payment reconciliation prior to contract termination
- Work closely with finance specialist to ensure completion of payment reconciliation prior to terminating sites contract.
- Liaison/collaborate with Clinical Study Manager, Investigational Sites, and study start up groups to expedite and finalize amendments

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.

Role Requirements:

- Degree in business administration, legal, finance, science, or related field or equivalent on the job experience may be considered
- Four+ years of experience in pharmaceutical services with contract management and/or study start-up activities including contract negotiations and management
- High degree of organizational, analytical, and team management skills.
- Computer literacy with document and spreadsheet applications. Ability to work on complex, multi- faceted projects.

- Excellent negotiation skills and vast knowledge of clinical trial agreements.

#LI-Hybrid

Commitment to Diversity & Inclusion: The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between $88,000- $132,000/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

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

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
Audit & Finance
Job Type
Full time

Employment Type
Regular
Shift Work
No
Apply to Job

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

iframe{ width: 100%; margin-top: 3rem; } @media screen and (max-width: 767px){ iframe{ height: 30vh !important; } } @media screen and (min-width: 768px){ iframe{ height: 34vh !important; } }
Job ID
REQ-10022410

Contract Manager

Apply to Job

Source URL: *https://qa1.novartis.us/careers/career-search/job/details/req-10022410-contract-manager*

List of links present in page

1. https://www.novartis.com/about/strategy/people-and-culture
2. https://talentnetwork.novartis.com/network
3. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Distant-Employee---Distant-Working-Arrangement-DWA-USA/Contract-Manager_REQ-10022410-1
4. https://talentnetwork.novartis.com/network
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Distant-Employee---Distant-Working-Arrangement-DWA-USA/Contract-Manager_REQ-10022410-1