Trial Vendor Senior Manager

Job ID
REQ-10055983

6月 27, 2025

United Kingdom

摘要

When we put our heads together, we can do brilliant work. And when we do brilliant work, we can achieve remarkable things for patients as we positively transform healthcare.

We are currently looking for a Trial Vendor Senior Manager to join our team in London.

This is a hybrid position with 12 days a month from our White City offices.

The main purpose of this position is to be accountable for all vendor related operational trial deliverables, according to timelines, budget, operational procedures, quality/compliance and performance standards. To collaborate with the VSM for the VSM ' s category specific responsibilities and be responsible for all activities for which no VSM is assigned with, and for all of the service deliveries after Study Start-up when the VSM is no longer assigned to the study.

As a Core member of the Clinical Trial Team (CTT) you will independently managing all vendor-related aspects of global clinical trial(s) to deliver study outcomes within schedule, budget, quality/compliance and performance standards, you will be accountable for vendor service delivery at study level and collaborate closely with the Vendor Start-up Manager (VSM) for selected services

(central labs, electronic clinical outcomes assessment/electronic patient reported outcomes (eCOA/ePRO), interactive response technology (IRT), cardiac and respiratory diagnostics, patient recruitment and retention (PR&R), and imaging reading) during study start-up and leverage your technical and study start-up (SSU) expertise to ensure a timely study start-up. You will proactively manage vendor-related risks and potential issues and implement global vendor strategy.

About the Role

Key Responsibilities:

- Collaborate closely with the study team lead and members throughout the study lifecycle.
- Review vendor-related protocol sections during protocol development.
- Drive or support the development and completion of Study Specification Worksheet (SSW) to facilitate vendor bid processes.
- Manage vendor interfaces in cooperation with partner functions, including quote reviews and contract negotiations.
- Oversee vendor cost control, budget reviews, invoice reconciliation, and purchase order (PO) close-out.
- Ensure vendor service excellence at the study level, meeting quality and service standards.
- Optimize study start-up processes and manage central vendor-related activities (e.g., site activation, supply tracking).
- Monitor vendor risk and performance using tools such as FIRST, Unified Vendor Portal (UVP), and Clinical Insights, implementing corrective actions as needed.

Essential Requirements:

- Bachelor ' s degree or equivalent; advanced degree preferred.
- Fluency in English (oral and written).
- Minimum of 3 years ' experience in clinical operations and vendor management processes.
- Strong knowledge of GxP and ICH regulations, clinical trial design, and supplier service specifications.
- Proficiency in vendor management, contracting, and site-related collaborations, including UAT for eCOA and IRT systems.
- Results-driven with proven ability to complete projects within timelines.
- Excellent interpersonal, negotiation, problem-solving, and communication skills in a matrixed environment.
- Demonstrated networking abilities, team collaboration, and decision-making capabilities.

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部门
Development

Business Unit
Innovative Medicines

地点
United Kingdom

站点
London (The Westworks)

Company / Legal Entity
GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Alternative Location 1
Dublin (NOCC), Ireland

Alternative Location 2
Hyderabad (Office), India

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

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