Trial Vendor Associate Director

Job ID
REQ-10060480

9月 08, 2025

USA

摘要

This position will be located at East Hanover, NJ site and will not have the ability to be located remotely. “Please note that this role would not provide relocation and only local candidates will be considered.”

Title: Trial Vendor Associate Director
As a core member of the Clinical Trial Team (CTT), the main purpose of this position is accountability for vendor service delivery at the study level to independently manage all clinical vendor related aspects of global clinical trial(s).
Key Responsibilities:
- Collaborate closely with study team lead and members throughout the study lifecycle.
- Review vendor-related protocol sections during protocol development. Manage vendor interfaces and support contract negotiations in collaboration with procurement
- Oversee vendor cost control, budget reviews, invoice reconciliation, and PO close-out.
- Ensure vendor service excellence, maintaining quality and service standards at the study level.
- Drive site activation, compile central documents, and address risks/issues during site activation.
- Conduct user-acceptance testing (UAT) for eCOA and IRT systems.
- Monitor vendor-related cycle times and risks using tools like FIRST, while implementing corrective

actions as needed.

About the Role

Essential Requirements:

- 5+ years of experience with clinical operations and vendor management processes.
- Strong understanding of GxP and ICH regulations.
- Solid knowledge of clinical trial design and alignment to supplier requirements.
- Experience conducting User Acceptance Testing (UAT) for eCOA and IRT systems.
- Proven expertise in vendor management, including outsourcing, contracting, and sourcing clinical services.
- Results-oriented, with a track record of completing projects on time.
- Ability to collaborate effectively in cross-functional teams within a matrixed environment.
- Strong influencing, negotiation, communication, and problem-solving skills.

Novartis Compensation and Benefit Summary: The pay range for this position at **commencement of employment is expected to be between $126,000/yr and $234,000/yr; *however, while salary ranges are effective from 1/1/25 through 12/31/25, 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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Development

Business Unit
Universal Hierarchy Node

地点
USA

状态
New Jersey

站点
East Hanover

Company / Legal Entity
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

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