

## Vendor Startup Manager- eCOA/Translations

Job ID  
REQ-10061487

9月 09, 2025

USA

### 摘要

“This position can be based remotely anywhere in the U.S. Please note that this role would not provide

relocation as a result. The expectation of working hours and travel will be defined by the Hiring Manager. This position will require minimal travel”

Reporting to the Vendor Category Expert, the Vendor Startup Manager is responsible to provide technical expertise for a given category during study startup to the VPM Vendor Program Manager and indirectly to the study start-up team.

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.

#LI-Remote

Responsibilities;

- Reviewing of the vendor and category related specific sections of the protocol, ensure vendor expertise is leveraged when refining specifications towards Final Protocol
- Contributing to development of Study Specification Worksheet (SSW) to facilitate bid process and selection of Vendors.
- Quote/Proposal review in collaboration with procurement (and vendor). If required, support contract

negotiations.

- Vendor budget review of final quotes
- Co-ordinates vendor kick-off meeting and other vendor specific meetings
- Collects HA submission documents from vendor, as requested by countries participating in a study
- Performs robust User Acceptance Testing (UAT) for eCOA and IRT
- Ensures 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
- Optimizing a frontloaded and timely study start-up process in support of a timely vendor DB-go-live
- Vendor service excellence at study level, ensures vendors meet quality and service level standards in their service delivery for the trial
- Pro-actively creates and maintains vendor related risk maps with contingency plan for documentation in FIRST
- Document issues identified with vendor oversight / performance in FIRST tool and implements and monitors corrective actions. Escalates issue if required to the Vendor Category Expert VCE.

## About the Role

- Advanced degree in science or business with equivalent experience
- 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
- Thorough and technical understanding of Novartis specifications for supplier provided services
- Demonstrated leadership with supplier relationship management and/or expert knowledge of specific service areas
- Demonstrated partnering across divisions with internal and external stakeholders

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between \$114,000/yr and \$211,900/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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部门  
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Business Unit  
Universal Hierarchy Node

地点  
USA

状态  
Remote, US

站点  
Remote Position (USA)

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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