

# Trial Vendor Senior Manager

Job ID

REQ-10078846

May 26, 2026

LOC\_IN

## About the Role

## Key Responsibilities

- Collaborate closely with Study Team Lead and cross-functional study team members throughout the study lifecycle
- Provide end-to-end vendor oversight from study start-up through close-out, ensuring operational readiness
- Review and contribute to vendor-related sections during clinical protocol development
- Partner with Vendor Startup Manager to develop Study Specification Worksheet (SSW) to support the vendor bidding process
- Manage interfaces and day-to-day interactions with vendors in alignment with vendor partner functions
- Support proposal and budget review in collaboration with procurement; contribute to contract negotiations as required
- Assist in the development and finalization of vendor contract amendments
- Accountable for vendor financial management including cost tracking, budget review, invoice reconciliation, and PO close-out
- Ensure vendor service excellence by monitoring performance against agreed quality and service level standards
- Drive timely, efficient, and compliant execution of vendor activities within assigned clinical programs

## Minimum Requirement

- Advanced experience in managing clinical trials/studies within pharma or CRO environments
- Strong expertise in vendor management, including oversight, performance management, and service delivery
- Proven ability in budget management, cost control, and financial oversight of clinical studies
- Demonstrated strengths in project management, planning, and operational execution in a matrix environment
- Effective negotiation, stakeholder collaboration, and cross-functional leadership skills

## Role Requirements

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Division

DIV\_GD

Business Unit

Development

Location

LOC\_IN

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

FCT\_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

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