

Manager - Vendor Business Office

Job ID
REQ-10073842
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Индия

Сводка

Reporting to the AD VBO, who manages qualification of clinical activities for assigned vendor categories. Working in a matrix environment, oversee supplier operations, implement qualification strategies, and ensure effective supplier governance. Act as a point of escalation for unresolved supplier issues, support operational management, and lead supplier due diligence within assigned category.

About the Role

Activities & Interfaces *How does this role operate within, interact with and impact the organization?*

- Provide risk-based governance and oversight for vendors, ensuring regulatory and quality compliance.
- Support standardization and consistency in service delivery across the organization.
- Lead supplier due diligence activities, overseeing timely qualification and re-qualification requirements globally and locally.
- Ensure quality and completeness of qualification and governance documentation in all relevant systems.
- Maintain and update due diligence documents along with the templates and tools for supplier management.
- Develop supplier management plans with appropriate governance structures, driving process improvement and harmonization to ensure compliance with Novartis policies and procedures.
- Interface with cross-functional teams, providing leadership and direction to drive collaborative initiatives and ensure alignment on supplier management objectives.
- Offer consultation on service and category-specific expertise to internal stakeholders.
- Ensure all the category vendors are inspection and audit ready at all times.

Leadership Capabilities: *What leadership capabilities are essential for success in this role?*

- Demonstrated strategic skills; organizational knowledge; advanced planning and project management skills, as well as an advanced understanding of business processes.
 - Ability to influence without authority & independently.
 - Very strong vendor management skills
 - Partnering skills with internal and external stakeholders
 - Demonstrated leadership capabilities, including the ability to inspire, motivate, and guide cross-functional teams toward shared objectives
 - Ability to lead a functional and/or operational team independently
 - Advanced degree in science or business with equivalent experience
- Languages:** Fluent English, oral and written.

Experience/Professional requirements:

- 12+ years working experience and excellent knowledge of the clinical operation processes (5+ years in core clinical operations) and vendor management.
- Excellent knowledge of GxP and ICH regulations
- Expert knowledge of clinical trial design and mapping to supplier requirements
- Proven leadership experience in managing teams and driving results
- 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
- Demonstrated root cause analysis, problem solving, and solution generation skills
- History of successfully working in a cross-functional global team and proven ability to function in matrix structure organization
- Leadership to deliver projects according to required and deliverables
- Excellent influencing and communication skills
- Experience or expertise in one or more of Vendor Management Role accountabilities (e.g. global process ownership, business system owner, SOP & FMR management, global training on supplier related SOPs and processes).

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>

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Business Unit
Research
Место
Индия
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IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Research & Development
Job Type
Full time
Employment Type
Regular
Shift Work
No

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Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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