

## External Drug Discovery Transaction & Sourcing Coordinator

Job ID  
REQ-10040190

3月 03, 2025

USA

### 摘要

The External Drug Discovery (EDD) Transaction & Sourcing Coordinator is responsible for managing day-to-day financial transaction activities with assigned CRO partners. In addition, the person is responsible for ensuring material deliverables through the planning and execution of reference/tool compound fee-for-service requests for GDC. This role involves close collaboration with internal teams including the entire EDD team (Scientific Interface EDD, Alliance Manager, and the second EDD Transaction & Sourcing Coordinator), the GDC SynTech material planning teams but also direct interaction with external CROs.

### About the Role

Position Location: Cambridge, MA onsite

Internal Job Title: Senior Scientist II (Level 3/GJFA 6)

The External Drug Discovery (EDD) Transaction & Sourcing Coordinator is responsible for managing day-to-day financial transaction activities with assigned CRO partners. In addition, the person is responsible for ensuring material deliverables through the planning and execution of reference/tool compound fee-for-service requests for GDC. This role involves close collaboration with internal teams including the entire EDD team (Scientific Interface EDD, Alliance Manager, and the second EDD Transaction & Sourcing Coordinator), the GDC SynTech material planning teams but also direct interaction with external CROs.

Responsibilities related to transactions:

- Managing day-to-day financial transaction activities with assigned CRO partners.
- Vendor management, purchase order, and invoice reconciliation.
- Responsible for managing the purchase orders, track services delivered, ensure vendors are paid in a timely manner.
- Partnering with the finance and operation teams for monthly budget reporting.
- Communicating partner needs internally and addressing them appropriately.
- Working together with alliance manager, escalates internal or external issues that risk CRO partnership or cause a missed milestone/deliverable to ensure resolution.
- Working together with alliance manager, negotiates statements of work and associated budgets and timelines in collaboration with Business Development, Legal, and Finance.

Responsibilities related to sourcing:

- Coordinating reference/tool compound FFS NEXT synthesis requests, including planning, quotes, negotiations, project completion, and reporting.
- Optimally use synthetic chemistry knowledge and expertise to identify synthetic bottlenecks and challenges. Collaborate with colleagues to define a synthetic strategy, to apply technologies, and subsequently outsource the improved solutions to reduce costs and save time.
- Closely collaborate with the SynTech team.
- Manage and maintain the strong relationships with our FFS CRO partners. Contributes to the evaluation and onboarding of new CRO 's if appropriate.
- Organizing and managing FFS project timelines and budgets

Responsibilities related to Operational Excellence for EDD:

- Support operational needs such as NEXT and ELN training and maintenance for CRO.
- Support logistics to/from CROs such as shipping and data management.
- Support activities targeted to CRO productivity enhancement
- Support SI EDD on seeking/digesting feedback from internal teams that collaborate with CROs
- Supports material enablement for IDD projects with planning and logistics

Essential Requirements:

- BS or MS degree in chemistry or related scientific field, with a strong knowledge in organic

synthesis

- 7+ years of experience in a research environment
- Highly collaborative with a strong track record as a team player
- Well organized, flexible, ability to balance multiple priorities while remaining proactive
- Strong interpersonal, written and verbal communication skills.
- Proven decision-making ability and attention to detail

Why Novartis: Our purpose is to reimagine medicine to improve and extend people ' s lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

You ' ll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook: <https://www.novartis.com/careers/benefits-rewards>

Commitment to Diversity and Inclusion / EEO: The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between \$98,700 to \$183,300/year; 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.

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook: <https://www.novartis.com/careers/benefits-rewards>

Commitment to Diversity and Inclusion: Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

#### EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

#### Accessibility & Reasonable Accommodations

The Novartis Group of Companies are 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 application process, or to perform the essential functions of a position, please send an e-mail to [us.reasonableaccommodations@novartis.com](mailto:us.reasonableaccommodations@novartis.com) or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

部门  
Biomedical Research

Business Unit  
Pharma Research

地点  
USA

状态  
Massachusetts

站点  
Cambridge (USA)

Company / Legal Entity  
U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area  
Research & Development

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

[Apply to Job](#)



Job ID  
REQ-10040190

## External Drug Discovery Transaction & Sourcing Coordinator

[Apply to Job](#)

---

### Source URL:

<https://prod1.novartis.com.cn/careers/career-search/job/details/req-10040190-external-drug-discovery-transaction-sourcing-coordinator>

### List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://www.novartis.com/careers/benefits-rewards>
3. <https://talentnetwork.novartis.com/network>
4. <https://www.novartis.com/careers/benefits-rewards>
5. <https://www.novartis.com/about/strategy/people-and-culture>
6. <https://talentnetwork.novartis.com/network>
7. <https://www.novartis.com/careers/benefits-rewards>
8. <mailto:us.reasonableaccommodations@novartis.com>
9. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Cambridge-USA/External-Drug-Discovery-Transaction---Sourcing-CoordinatorREQ-10040190-2>

10. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Cambridge-USA/External-Drug-Discovery-Transaction---Sourcing-CoordinatorREQ-10040190-2>