

## Manager - Vendor Business Office

Job ID  
REQ-10073842

3月 17, 2026

India

### 摘要

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).

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部门

Biomedical Research

Business Unit

Research

地点

India

站点

Hyderabad (Office)

Company / Legal Entity

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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function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer69c41b0f45f29780113620"); var mediaContainer =
mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px";
var originalWidthValue = parseFloat(originalWidth); var originalHeightValue =
parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; // Get computed styles
of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var
finalWidth = parseFloat(parentStyles.width); if (finalWidth  var config = { targetId:
"kalturaplayer69c41b0f45f29780113620", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false,
allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: {
disable: true }, "playkit-js-transcript":{ position: "right", // Default: bottom;( ' left ', ' right', ' top ', 'bottom' ) to
enable transcript. expandMode: "over", // Default: alongside;( ' alongside', ' hidden ', 'over' )
expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable:
true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false },
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; config.plugins.preventSeek = { preventSeekForward:
false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = {
position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-
js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true };
config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true };
config.ui.uiComponents = []; config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } };
```

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try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1dgfvmafo"}); setTimeout(() => {
setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) {
players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => {
players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause ===
'function') { otherPlayer.pause(); } } ); } ); } } catch (e) { console.error(e.message) }
```



## VIDEO

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

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