

Clinical Operations Manager

Job ID

REQ-10074787

Mar 26, 2026

LOC_CN

About the Role

Key Responsibilities :

- Provides operational and logistical support to clinical trials in Biomedical Research (BR) with focus on increased complexity and/or priority status, in compliance with Novartis processes and Good Clinical Practice (GCP).
- Perform defined activities to support the Clinical Trial Team (CTT) throughout the study lifecycle, via study assignment and/or on-demand support.
- Maintain and share up to date knowledge of ICH-GCP, external regulations, and internal procedures. Continuously enhance expertise through training and practical application of Novartis Standard Operating Procedures (SOPs) and internal policies.
- Contribute to the finalization and management of clinical, regulatory and study-related documents in scope of role such as study protocols, patient-facing documents, etc., by ensuring documents are complete, accurate, and consistent.
- Contribute and/or maintain ownership of the management and finalization of clinical, regulatory, and study-related documents such as study protocols, patient-facing documents, Clinical Study Report (CSR) appendices, etc., by providing support to draft, review, and ensure completeness, accuracy, and consistency of these documents, as needed.
- Support and/or lead interactions and communications with relevant functions including Novartis country organizations to prepare, collect, and/or compile relevant documents, and timely follow-up on pending actions as necessary.
- Support and/or lead external communication such as newsletter development, external meeting organization.
- Contribute to and / or may oversee other study operations support activities (e.g. on-demand operations support, Trial Master File metrics).
- Ensure accuracy and completeness of clinical trial management databases, and trial related systems (e.g. Clinical Trial Management System, Novartis Connect), providing information, timely updates and inputs, and follow up on questions as necessary. Help check for or proactively identify discrepancies and take actions to correct as necessary.
- Identify, contribute and/or lead areas for process or technology improvements regarding activities undertaken within the role.
- Support and/or lead business logistics through the collection or collation of clinical trial supportive systems access and materials in scope of role (e.g. clinical trial application, end of trial, organizing external meetings, following up required signatures).
- Support and/or own onboarding and training others (associates, peers, new starters) by providing on-the-job guidance, training, demo, updates, etc. for assigned mentees or for the community.
- May function as Subject Matter Expert (SME) in the areas of expertise.
- May represent Study Operations in cross-functional and divisional initiatives and workstreams on area(s) of expertise (e.g. process SME).

Essential Requirements:

- A bachelor's degree or equivalent qualification or work experience, preferably in life sciences or nursing.
- At least 2+ years' experience in clinical trial/ development
- Adept organizational skills and quality mindset with attention to detail.
- Basic presentation skills and ability to mentor/ train small groups.
- Ability to work in a team as well as independently if required and to manage multiple priorities.
- Knowledge of GCP requirements.

- Office and clinical trial software, IT computer literacy.
- Fluent oral and written English

Desirable Requirements:

- Strong communicator with demonstrated interpersonal skills.
- Ability to successfully interact with a wide range of people, including global teams, different cultures, diverse experience backgrounds, etc.

Role Requirements

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Division

DIV_RE

Business Unit

Research

Location

LOC_CN

Site

Shanghai (Shanghai)

Company / Legal Entity

CN14 (FCRS = CN014) China Novartis Institutes for BioMedical Research Co., Ltd.

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Job ID

REQ-10074787

Clinical Operations Manager

[Apply to Job](#)

Source URL: <https://prod1.jobapi.novartis.com.cn/req-10074787-clinical-operations-manager>

List of links present in page

1. <https://prod1.jobapi.novartis.com.cn/req-10074787-clinical-operations-manager>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
4. <https://www.moseeker.com>
5. <https://www.moseeker.com>