

# Trial Vendor Associate Director

Job ID

REQ-10074351

Apr 16, 2026

LOC\_IN

## About the Role

### Key Responsibilities

- Manage all operational aspects of assigned clinical trials / projects -Accountable for quality & completeness of qualification & governance documentation
- Provide mentorship/coaching -Identify training needs & prepare/develop adequate training materials -Ensures trial site selection, activation, enrolment, resource allocation, timelines & budget commitments are delivered per established trial objectives
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)
- Timely, efficient and quality execution of trials and trial related activities within assigned clinical program(s) within budget, and in compliance with quality standards.
- Appropriate funding and resourcing for assigned clinical program(s).
- Adherence to Novartis policy and guidelines and external regulations.

### Essential requirements

- Critical Negotiations.
- Collaborating across boundaries.
- Operations Management and Execution.

### 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.

### 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](mailto: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

## 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\_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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