

Senior Contract Manager (Remote)

Job ID

REQ-10079748

Jun 15, 2026

LOC_US

About the Role

Key Responsibilities

- Independently negotiate and execute complex clinical trial agreements, including Master Agreements and Confidentiality Agreements
- Develop, review, and finalize clinical trial budgets, ensuring alignment with fair market value principles
- Lead contract and budget negotiations with investigational sites to achieve timely contract execution and study start-up goals
- Resolve stalled negotiations and provide strategic support to Contract Managers to maintain study timelines
- Partner with cross-functional stakeholders including Legal, Regulatory, Quality, and Clinical teams
- Identify, assess, and communicate contractual and budgetary risks to key stakeholders for approval
- Collaborate with global and local teams to resolve complex contractual challenges efficiently
- Analyze grant plans and budget proposals to support accurate and compliant financial decisions
- Drive continuous improvement by identifying trends and leading initiatives to enhance contracting processes
- Partner with clinical teams and vendors to optimize budgets and deliver cost-saving opportunities

Essential Requirements

- Bachelor's degree in business administration, legal, finance, science, or related field
- 5+ years of experience in contract management within clinical trials or pharmaceuticals
- Proven expertise in negotiating clinical trial agreements and complex contracts independently
- Strong knowledge of pharmaceutical industry regulations and United States privacy requirements
- Excellent analytical, organizational, and project management skills with strong attention to detail
- Advanced negotiation and conflict resolution skills in complex, multi-stakeholder environments
- Ability to work effectively in a matrix organization with global and cross-functional teams
- Strong communication and interpersonal skills with a customer-focused mindset

The salary for this position is expected to range between \$89,600 and \$166,400 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

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_US

Site

Remote Position (USA)

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

FCT_FN

Job Type

Full time

Employment Type

Regular

Shift Work

No

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