

# Associate Director, Patient Services Contracting

Job ID  
REQ-10030137  
Nov 19, 2024  
USA

## About the Role

### Key Responsibilities:

- Serve as contract lead for ~50 - 100 specialty and non-specialty Patient Support agreements with an approximate value of \$75-100M, responsible for leading contract process from program initiation through contract execution
- Partner closely with Vendor Management to understand patient support strategies and convert service strategy into comprehensive, compliant contracts
- Coordinate input and alignment across various stakeholders (Patient Support, Disease State Teams/Program owners, Legal, Privacy, Procurement, Quality, Fair Market Value, Patient Safety, etc.)
- Ensure timely execution of contracts to support business initiatives while navigating tight deadlines and competing priorities
- Own and drive the ongoing business contract drafting, negotiation and finalization of vendor services
- Communicate status of in-process contracts to all key stakeholders
- Proactively monitor and manage expiring contracts to ensure no interruptions to the business
- Leverage contract terms to ensure consistency and continuity across Patient Support programs
- Ensure adherence to Patient Support Contracting Working Practice Document (WPD) throughout contracting process

### What You'll Bring to the Role:

Education: Bachelor's Degree or equivalent 4-Year University degree required, preferably in Finance. MBA a plus.

### Essential Requirements:

- 6+ years Contracting, Vendor Management, Procurement and/or Project Management experience, preferably in Pharmaceuticals, Healthcare or Patient Support
- Excellent verbal and written communication skills to interact with all levels of internal and external customers to proactively communicate contract status, gain alignment across key stakeholders, and flag potential barriers to implementation
- Ability to manage multiple projects with competing priorities and ensure deadlines are adhered to
- Key competencies are initiative, results driven, collaboration, business partnering/stakeholder management, problem solving, negotiation, decision making, planning, organizing, and attention to detail
- Contract writing experience
- Excellent with Microsoft Word documents and other contracting systems to facilitate contract redlines, processing and archiving

## Desirable Requirements:

- Contract strategy implementation experience
- Supply chain experience

The pay range for this position at commencement of employment is expected to be between \$158,400 and \$237,600/year; however, while salary ranges are effective from 1/1/24 through 12/31/24, 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.

## 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>

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Division

Finance

Business Unit

Innovative Medicines

Location

USA

Site

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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