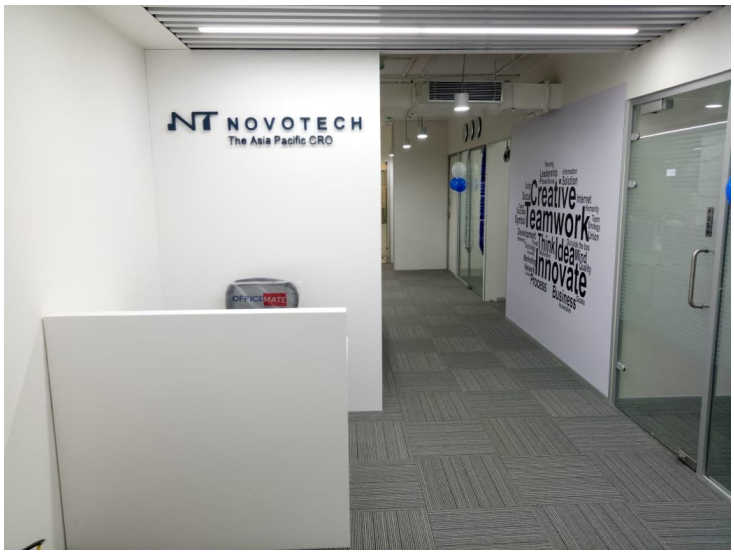
BioSpectrum
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ASIA EDITION

Senior Vendor Associate at Novotech, Malaysia

July 26, 2021 | News

Support the maintenance of the vendor database, including vendor CDAs, MSAs and Work Orders.



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Support the coordination of ongoing gap analysis and prioritization for vendor assurance activities with QA and obtain regular feedback on vendor performance for ongoing vendor oversight. Provide summary reports to the Vendor Manager. Assist in identification of appropriate vendors to meet study requirements and in the obtaining of quotes for proposals and awarded projects. Support the maintenance of the vendor database, including vendor CDAs, MSAs and Work Orders.

Qualifications & Experience
As an experienced Senior Vendor Associate, you will have :

- Relevant qualifications or 3 years' experience working within a centralised vendor management function, preferably within the Pharma/CRO industry or 3 years experience in operations within the Pharma/CRO industry.
- Must be able to communicate clearly, able to prioritise and have a good understanding of the business needs.
- High level of proficiency in using Microsoft Office (particularly SharePoint) is required.

Responsibilities

- Support the upgrades of the NVT vendor database
- Support the maintenance of the NVT vendor database
- Provide reports regarding quality of deliverables and performance of vendors

- Collaborate with the Vendor Manager to provide support with vendor selection for studies in line with study specific requirements and provide support in obtaining competitive quotes and contracting.
- Collaborate with Business Development (BD) group to coordinate information and quotes for new business opportunities.
- Act as a source of contact for Vendors at Novotech in relation to services offered.
- Support the development of processes and SOPs for vendor management in conjunction with the Vendor Manager, QA and Project Management.
- Support the collaboration with QA to perform gap analysis and prioritise and identify vendors for vendor assurance
- Understand the responsibilities of Novotech as a service provider in the pharmaceutical industry and ensure all communications with external parties and performance of the study team, presents a positive professional image of the company.
- Maintain compliance with ICH GCP Guidelines. 11. Ensure adherence to Company policies and procedures and be quality minded in performance of duties 12. Other duties as assigned by management.

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