

Operativni planer II (m/ž/d) / Operational Scheduler II (m/f/d)

Job ID
REQ-10031635
Dec 02, 2024
Slovenia

Summary

We are seeking a highly motivated individual to join our planning team. As an Operational Scheduler II you will be responsible for short term scheduling. Providing detailed finite schedules to the shop floor, defining and optimizing sequences of execution, releasing orders to production, ensuring materials and capacity availability in accordance with the law, internal regulations, Good Practices and business objectives.

Join us and become our next talent.

About the Role

Key Responsibilities:

Planning and management of the fine schedule:

- Responsibility to provide a feasible plan to the shop floor in terms of materials and capacity availability.
- Establish optimized sequence of orders within the Planning Time Fence and keep it up to date, based on rules agreed by manufacturing, Quality and other support functions and in accordance with customer requirements.
- Report / provide the planning status in the daily Tier production meeting.
- Ensure planning of all operational activities in his/her/diverse unit by integrating production operations, activities related to process validation or equipment cleaning, quality control, qualification and / or requalification of equipment and all technical operations carried out in production areas.
- Ensure information flow for upcoming issues or questions in the Planning Time Fence horizon.
- Ensure the continuous update of the schedule and if applicable adjust the plan in accordance with the planning requirements.
- Anticipate and integrate specific precise requests, needs and constraints of all the departments and stakeholders involved in the process.
- Participate in monitoring of all daily production activities in the unit, in line with the process support team.

Essential Requirements:

- University degree in chemistry, pharmacy, economics or other equivalent subject is preferred.
- No working experience required. In case of Secondary school degree, minimum 3 years of relevant working experience required.
- Active knowledge of English.
- Knowledge of Microsoft Office.
- Highly motivated, independent and self-initiative.

We offer **temporary employment**, with **6 months** of probation period. Submit your application with the CV in Slovenian and English language.

You'll receive:

Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being (Wellbeing), employment at Top SI Employer, Unlimited learning and development opportunities.

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.

For Slovenia:

Iščemo motiviranega posameznika, ki se bo pridružil naši ekipi planerjev. Kot **Operativni planer II (m/ž/d)** boste odgovorni za kratkoročno planiranje. Proizvodnji boste zagotavljali podrobne končne časovne plane, opredelili in optimizirali zaporedje izvedbe, sproščali naloge v proizvodnjo ter zagotavljali razpoložljivost surovin in opreme, skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji.

Pridružite se nam in postanite naš naslednji talent!

Vaše ključne odgovornosti:

Načrtovanje in upravljanje podrobnejšega plana/urnika:

- Zagotavljanje izvedljivega plana v proizvodnji v smislu razpoložljivosti surovin oz. materialov in kapacitete proizvodnje.
- Vzpostavljanje in redno vzdrževanje optimiziranega zaporedja proizvodnih nalogov v okviru planskega horizonta (Planning Time Fence) skladno s pravili, določenimi za proizvodnjo, kakovost in druge podporne funkcije ter v skladu z zahtevami kupca.
- Poročanje na vsakodnevnom Tier sestanku proizvodnje oz. seznanjanje drugih udeležencev sestanka s statusom proizvodnega plana.
- Zagotavljanje plana vseh operativnih dejavnosti v svoji enoti z vključitvijo proizvodnih dejavnosti, dejavnosti v zvezi s potrjevanjem procesov ali čiščenjem opreme, nadzorom kakovosti, kvalifikacijo in / ali prekvalifikacijo opreme ter vsemi tehničnimi dejavnostmi, ki se izvajajo na proizvodnih območjih.
- Zagotavljanje pretoka informacij za pričakovane težave ali vprašanja v okviru planskega horizonta (Planning Time Fence).
- Zagotavljanje rednega vzdrževanja plana in po potrebi prilagajanje plana skladno s planskimi zahtevami.
- Predvidevanje in upoštevanje določenih natančnih zahtev, potreb in omejitev vseh oddelkov in deležnikov, vključenih v proces.
- Sodelovanje pri spremljanju vsakodnevnih proizvodnih dejavnosti, v skladu s timom za podporo procesov.

Vaš doprinos k delovnem mestu:

- Zaželena visokošolska izobrazba kemijske, farmacevtske, ekonomske oziroma druge ustrezne smeri.

- Delovne izkušnje niso potrebne. V primeru srednješolske izobrazbe, minimalno 3 leta relevantnih delovnih izkušenj.
- Aktivno znanje angleškega jezika.
- Poznavanje orodja Microsoft Office.
- Visoka motiviranost za delo, samostojnost in samoiniciativnost.

Z izbranim kandidatom bomo sklenili delovno razmerje za **določen čas** s poskusno dobo **6 mesecev**. Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

Kaj nudimo:

Konkurenčen plačni paket, letni bonus, fleksibilen način dela, z možnostjo prilagajanja urnika in delom od doma, zaposlitev v podjetju s certifikatom TOP Employer, pokojninsko shemo, shemo nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in družbenega počutja (Polni življenja) ter dogodke, neomejene priložnosti za učenje in razvoj.

Predani smo raznolikosti in vključenosti

Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:
<https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

Operations

Business Unit

Innovative Medicines

Location

Slovenia

Site

Ljubljana

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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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 diversity.inclusion_slo@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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