

Senior CMO & Supply chain coordinator (m/f/d)

Job ID
REQ-10051731
May 16, 2025
Slovenia

Summary

NAZIV DELOVNEGA MESTA: Višji CMO & Koordinator oskrbovalne verige (m/ž/d) / Senior CMO & Supply chain coordinator (m/f/d)

#LI-Hybrid

Kot Višji CMO & Koordinator oskrbovalne verige boste odgovorni za dejavnosti, povezane s procesom predelave in usklajevanja v okviru oskrbovalne verige NTO. Zagotavljanje ustreznosti in skladnosti poročanja/usklajevanja glede zalog v proizvodnji oz. predelavi in s tem povezanimi operativnimi dejavnostmi (npr. knjiženje odpisov, vzdrževanje BoM, poraba brezplačnih (FOC) komponent, prilagoditve naročilnic – PO).

We are seeking a Senior CMO & Supply chain coordinator. In this role, you will be responsible for the toll manufacturing and reconciliation process related activities within NTO Supply Chain. Ensure adherence and compliance of toll manufacturing inventory reporting/reconciliation and related operational activities (e.g. write-off booking, BOM maintenance, consumption of FOC component, PO adjustments).

About the Role

Vaše ključne odgovornosti:

- Upravljanje višje ravni odgovornosti E2E in timske podpore od nemotenega izvajanja transakcij med tretjimi strankami in ustreznimi dobavitelji ter prodajalci ESO CMO do vseh logističnih zadev, vključno s premikom materiala iz proizvodnih obratov do tretjih strank.
- Delovati kot kompetenten sogovornik med dodeljenimi strankami in različnimi funkcijami, da zagotovite visoko raven storitev za stranke. Zagotavljanje izboljšane ravni znanja o procesih in SAP (usklajevanje cestnin in CMO poslovanje) ter deluje kot protiutež ERP BPM
- Izvajanje dnevnih rutinskih bilanc in poročil o usklajevanju v skladu s pravili SOX in NFCM za vsako proizvodno mesto; ugotavlja, izpodbija in rešuje neskladja v inventarju. Izvajajte mesečno poročanje in usklajevanje cestninjenja, prepoznajte težave za prihodnje ukrepanje.

- Tesno sodelovanje z NTO BPA Izračun stroškov in zalog izdelkov ter zagotavljanje analiz in utemeljitev odstopanj v proizvodnji cestnine, ki vplivajo na merilo uspešnosti COGS in NTO. Zagotovite pravilno rezervacijo dostav in porabo brezplačnih komponent.
- Podpora dobaviteljem vračil komponent FOC; Aktivno podpirajte prodajalce cestnin pri razumevanju in sledenju procesom, povezanim z usklajevanjem cestnin in reševanjem vprašanj usklajevanja.
- Delovati kot SPOC za BPA SCM, BPA TechOps in BPA/Materials Management v obratih za vprašanja, povezana s cestninsko proizvodnjo. zagotoviti, da so na voljo ustrezna orodja (poročanje in analitika) za odkrivanje trendov, ki bi lahko vplivali na stroške, in rezultate, z namenom izvajanja proaktivnih preventivnih ukrepov.
- Sodelujte z vodjo oskrbe API v primeru vprašanj v zvezi z dobavo in/ali proizvodnjo/usklajevanjem cestnine. Spremljajte in vzdržujte pravilne sistemske transakcije, povezane s procesi E2E, ki se začnejo z ustvarjanjem naročila do dostave strankam CMO.
- Pripravite in zagotovite razpoložljivost vse ustrezne dokumentacije in odobritev za stranke CMO (npr. Račun ...). Delovati kot enotna kontaktna točka za vprašanja stopnjevanja za dodeljene stranke in lokacije CMO, vplivati in povezovati ustrezne zainteresirane strani za pospešitev (sistemskega) reševanja težav.

Vaš doprinos k delovnem mestu:

- Visokošolska stopnja izobrazbe iz ekonomije ali druge ustrezne smeri.
- Visokošolsko izobraževanje (diploma) iz financ, upravljanja dobavne verige ali poslovne administracije
- Vsaj 3-5 let izkušenj v procesih dobavne verige, vključno s storitvami za stranke in upravljanjem prodajalcev. Izkušnje s špedicijskim gibanjem materiala v dobavni verigi
- Predhodne izkušnje z Manufakturijem in zaželenimi postopki in sistemi rezervacij
- Prednost znanja v projektnem vodenju, idealno v medfunkcionalnem projektu
- Dobro strukturirano, močno konceptualno razmišljanje in procesno usmerjenost, ki je pripravljena izpostaviti težave in sodelovati med funkcijami, da bi vzpostavila sistemske rešitve, ki obravnavajo temeljne vzroke in dosegajo pričakovane časovne okvire
- Zaželeno globlje znanje o SAP
- Močne analitične sposobnosti, sposobnosti reševanja problemov in kritičnega razmišljanja
- Tekoče pisno in ustno znanje angleščine

Z izbranim kandidatom bomo sklenili delovno razmerje za **določen čas (do konca leta 2026)** 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, 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.

V Novartisu si prizadevamo k vključenosti oseb z invalidnostjo in zagotavljanju ustreznih prilagoditev delovnega okolja posameznikom z omejitvami. V kolikor zaradi bolezni ali invalidnosti potrebujete ustrezne prilagoditve v kateremkoli delu selekcijskega procesa oziroma potrebujete prilagoditve pri izvajanju osnovnih nalog na delovnem mestu, nam pišite na naslov diversity_inclusion_slo@novartis.com in navedite, kakšne

prilagoditve potrebujete ter vaše kontaktne podatke. Prosimo, vključite tudi podatek o številki razpisa, na katerega se prijavljate.

Key Responsibilities:

- Manage enhanced level of E2E responsibility and team support from smooth transactional execution between Donation/Divestment third party customers and respective suppliers & ESO CMO Vendors to all logistics matters, including material movement from production sites to third party customers.
- Act as a competent counterpart between assigned customers and various functions to guarantee high customer service level. Provide an enhanced level of Process and SAP knowledge (Tolling reconciliation and CMO business) and acts as counterpart to ERP BPM
- Perform daily routine Reconciliation balances and Reports in compliance with SOX and NFCM rules for each manufacturing site; identifies, challenge and solve inventory discrepancies. Perform monthly Toll-Manufacturing reporting and reconciliation, identify problems for future action.
- Close collaboration with NTO BPA Product costing & inventory and provide analyzes and justification on toll production variances impacting the COGS and NTO performance measure. Ensure correct booking of deliveries and consumption of free of charge components.
- Support vendor returns of FOC Components; actively support toll vendors in understanding and following the processes related to toll reconciliation and resolving reconciliation issues.
- Act as SPOC for BPA SCM, BPA TechOps and BPA/Materials Management at the Plants for Toll manufacturing related issues. Assure that adequate tools (reporting and analytics) are available to detect trends that could impact costs, and results with the view to implement proactive preventive actions.
- Collaborate with the API Supply Manager in case of questions related to supply and/or toll manufacturing/reconciliation. Monitor and maintain correct system transactions related to E2E processes started by order creation till delivery to CMO customers.
- Prepare and ensure availability of all relevant documentations and approvals for CMO customers (e.g. Invoice...). Act as single point of contact for escalation issues for assigned CMO customers & sites, influencing and connecting relevant stakeholders to speed up (system) issue resolution.

Essential Requirements:

- Higher education (bachelor's degree) in Finance, Supply Chain Management or Business Administration
- At least 3-5 years of experience in Supply Chain processes, incl. customer service and vendor management. Experience of freight forwarding material movement within Supply Chain
- Previous experience with Manufacturing and booking processes and systems desired
- Advantage knowledge in Project Management, ideally in a cross-functional project
- Well structured, strong conceptual thinking and process-orientation, willing to expose issues and work collaboratively across functions to put in place systemic solutions that address root cause and deliver on expected timelines
- Deeper SAP knowledge desired
- Strong analytical, problem-solving and critical thinking skills
- Fluent written and spoken knowledge of English

We offer **temporary employment (until the end of 2026)** 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), 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.

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.

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.

Alternative Location 1

Slovenj Gradec, Slovenia

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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