

Tehnik II (m/ž/d)/Process Specialist II (m/f/d)

Job ID
REQ-10054092
Jun 09, 2025
Slovenia

Summary

Pridruži se naši ekipi kot Tehnik II. Te navdušujejo natančnost, kakovost in ustvarjanje pravega vpliva v proizvodnji? Iščemo Tehnika II (m/ž/d), ki bo pomagal_a spodbujati našo proizvodno odličnost.

V tej vlogi boš v središču naših operacij — izvajal_a boš ključne proizvodne naloge v skladu s proizvodnim načrtom, da zagotovimo pravočasno dostavo visokokakovostnih izdelkov. Delal_a boš v dinamičnem okolju, kjer so dobre proizvodne prakse (GMP), varnost in okoljski standardi več kot le smernice — so naš način dela.

English:

Join Our Team as a Process Specialist II. Are you passionate about precision, quality, and making a real impact in manufacturing? We're looking for a Process Specialist II (m/f/d) to help drive our production excellence forward.

In this role, you'll be at the heart of our operations—executing key manufacturing tasks in line with our production schedule to ensure timely delivery of high-quality products. You'll work in a dynamic environment where Good Manufacturing Practices (GMP), safety, and environmental standards are not just guidelines—they're our way of working.

About the Role

Vaše ključne odgovornosti:

- Spremljanje in vzdrževanje zalog materialov.
- Izvajanje rednih in ad-hoc inventur.
- Sodelovanje pri izvajanju rednih poročil o stanju zalog in drugih kazalnikih.
- Koordiniranje prejemanja in izdajanja materialov.
- Sodelovanje z dobavitelji in oddelki znotraj podjetja.
- Upravljanje skladiščne programske opreme.
- Poročanje pristojnim sodelavcem in predlaganje tehničnih izboljšav ter podajanje koristnih predlogov.
- Pregledovanje in izpolnjevanje proizvodne dokumentacije.
- Skrb za redno iznašanje odpadkov.

Vaš doprinos k delovnem mestu:

- Zaključena srednja ali višja izobrazba tehnične smeri.

- Izkušnje z delom v skladišču ali logistiki (zaželeno).
- Poznavanje skladiščnih procesov in materialnega poslovanja.
- Organizacijske sposobnosti in natančnost.
- Poleg znanja slovenščine tudi osnovno znanje angleškega jezika.
- Dobro poznavanje računalniških orodij (MS Office, SAP, WERUM) (zaželeno).
- Sposobnost samostojnega dela in dela v timu.

Z izbranim kandidatom bomo sklenili delovno razmerje za **določen čas enega leta** s poskusno dobo **6 mesecev**.

Zakaj Novartis?

Naš namen je soustvarjati medicino za izboljšanje in podaljševanje življenja ljudi, naša vizija pa je postati najbolj cenjeno in zaupanja vredno farmacevtsko podjetje na svetu. Kako lahko to dosežemo? S pomočjo naših ljudi. Prav naši sodelavci nas vsak dan spodbujajo, da dosežemo svoje ambicije. Postanite del te misije in se nam pridružite! Več na spodnji povezavi: <https://www.novartis.com/about/strategy/people-and-culture>

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.

Pridružite se naši mreži Novartis: V kolikor se ne prepoznate v zgornjem opisu delovnega mesta, vas vabimo, da se vpišete na spodnji povezavi v Novartisovo bazo talentov saj lahko tako vašo vlogo upoštevamo za podobne pozicije v prihodnosti: <https://talentnetwork.novartis.com/network>

English version:

Your key responsibilities:

- Monitoring and maintaining material inventory.
- Conducting regular and ad-hoc inventories.
- Participating in the preparation of regular reports on inventory status and other indicators.
- Coordinating the receipt and issuance of materials.
- Collaborating with suppliers and internal departments.
- Managing warehouse software.
- Reporting to responsible colleagues and proposing technical improvements and useful suggestions.
- Reviewing and completing production documentation.
- Ensuring regular waste disposal.

What you will bring to the role:

- Completed secondary or higher education in a technical field
- Experience working in a warehouse or logistics (preferred)
- Knowledge of warehouse processes and material management
- Organizational skills and attention to detail

- Basic knowledge of English in addition to Slovenian
- Good knowledge of computer tools (MS Office, SAP, WERUM) (preferred)
- Ability to work independently and as part of a team

We offer **temporary employment of one year with 6 months of probation period.**

Commitment to Diversity & Inclusion:

We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Why Novartis?

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

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 (Energized for Life), 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.

Join our Novartis Network:

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

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
Mengeš
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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