

Koordinator sprememb potiskane ovojnine (m/ ž /d) / Artwork Change Coordinator (m/f/d)

Job ID
REQ-10058581

7月 25, 2025

Slovenia

摘要

#LI-Hybrid

Lokacija / Location: Ljubljana

Kot Koordinator sprememb potiskane ovojnine boste odgovorni za procese za podporo proizvodnim lokacijam na področju vodenja in izvajanja različnih projektov pri potiskani ovojnine za zagotavljanje skladne priprave in implementacije potiskane ovojnine na način, da se zagotovi ekspertno znanje, koordinacija in komunikacija z različnimi deležniki ter visoka osredotočenost na kupce, skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji.

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As Artwork Change Coordinator you will be responsible for leading and executing various Artwork Operations activities supporting the manufacturing sites to ensure compliant artwork creation and implementation by coordinating and communicating with different stakeholders, keeping high customer-focus in accordance with the law, internal regulations (e.g. Novartis Quality Manual), Good Practices, and business objectives.

About the Role

Va š e ključne odgovornosti:

- Upravljanje celotne verige procesov na področju potiskane ovojnine: Upravljanje procesa od prejetja zahtevka do potrjene specifikacije potiskane ovojnine, ob hkratnem zagotavljanju popolne skladnosti z Novartisovimi standardi kakovosti ter regulatornimi, marketinškimi, proizvodnimi in pravnimi zahtevami.
- Podpora različnim vrstam projektov povezanih s potiskano ovojnino: uvedba rednih tekstovnih sprememb, tehničnih sprememb, itd. v Novartisovem okolju.
- Zagotavljanje pravočasne izvedbe: Odgovornost za določanje prednostnih nalog za pravočasno zagotovitev visoko kakovostno izdelane potiskane ovojnine proizvodni lokaciji, z namenom zagotavljanja uspešne implementacije proizvodov na trgu (izogibanje pomanjkanju izdelkov na trgu).
- Zagotavljanje skladnosti: Podpiranje skladnosti kvalitete proizvodov in regulatornih procesov (npr. tehnične reklamacije, tehnični odstopi, upravljanje sprememb, preverjanje skladnosti potiskane ovojnine).
- Upravljanje globalnih dobaviteljev potiskane ovojnine: Podpora procesa z zagotavljanjem pravočasnih napovedi o predvidenih spremembah in povratnih informacij o kakovosti dobaviteljev.
- Upravljanje zahtevkov za spremembe potiskane ovojnine: Upravljanje procesa sprememb potiskane ovojnine ter komunikacija in usklajevanje z državami ter različnimi deložniki na proizvodnih lokacijah z namenom pravočasne implementacije nove potiskane ovojnine.
- Upravljanje z različnimi vrstami kosovnic v živiljenjskem ciklu končnih izdelkov: Zagotavljanje celotnega procesa kreiranja, vzdrževanja, ukinjanja kosovnic končnih izdelkov, v skladu z dobrimi praksami ter zahtevami in standardi proizvodne lokacije.

Va š doprinos k delovnem mestu:

- Visoko šolska stopnja izobrazbe naravoslovno-tehnične, ekonomske ali druge ustrezne družboslovne smeri.
- Zaželeno izkušnje s področja dela s potiskano ovojnino v farmacevtskem ali proizvodnem podjetju.
- Aktivno znanje angleškega jezika.
- Poznavanje orodja Microsoft Office

Zaželeno izkušnje:

- Izkazan interes in osnovne izkušnje s področja IT in računalniškega programiranja.

Z izbranim kandidatom bomo sklenili delovno razmerje za določen časposkusno dobo 6 mesecev. Prijava oddajte z živiljenjepisom v slovenskem in angleškem jeziku.

Ugodnosti in nagrajevanje: Konkurenčni plačnik paket, letni bonus, fleksibilen načrt dela z možnostjo prilagajanja urnika in delom od doma, pokojninska shema, shema nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in fizičnega počutja (iniciativa Polni vključeni), številne priložnosti za učenje in razvoj.

Predani smo raznolikosti in vključnosti Novartis si prizadeva ustvariti izjemno, vključujočo delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naša bolnike in skupnosti, ki jih oskrbujemo.

Dostop in prilagoditve: V Novartisu si prizadevamo k vključnosti 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.inclusionslo@novartis.com in navedite, kakšne prilagoditve potrebujete ter vaše kontaktne podatke. Prosimo, vključite tudi podatek o številki razpisa, na katerega se prijavljate.

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Key Responsibilities:

- Manage the Artwork Supply Chain for the manufacturing site: Manage the Artwork process from receiving an Artwork Request to delivering print-ready artwork to the manufacturing site, ensuring compliance with Novartis quality standards, regulatory, marketing, manufacturing & legal requirements.
- Support Various Artwork Projects: Manage different types of projects including text changes, technical changes, and divestments within the Novartis Artwork landscape.
- Prioritize Timely Delivery: Ensure high-quality artworks are delivered on time to manufacturing sites to avoid stock-out situations.
- Ensure Compliance: Support product quality compliance and regulatory workflows, including technical complaints, deviations, change control management, and printed packaging material compliance checks.
- Manage Global Artwork Suppliers: Provide timely forecasts on anticipated artwork changes and feedback on supplier quality.
- Handle Artwork Change Requests: Communicate and align with Country Organizations and site stakeholders to ensure timely implementation of artworks.
- Manage Finished Product Bill of Material Life-Cycle events: Manage creation, maintenance, deactivation of Bills of Materials in accordance with GMP and manufacturing site standards & requirements.
- Implement Continuous Process Improvement: Drive & contribute to process improvement projects to enhance quality and productivity, ensuring compliance with GMP, regulatory requirements, and HSE standards.

Essential Requirements:

- University degree in natural / technical sciences, Economics or other relevant Social sciences.
- Preferred experience in Artwork Operations within the Pharmaceutical or Manufacturing Industry.
- Fluent in written and spoken English.
- Knowledge of Microsoft Office.

Desirable Requirements:

- Basic interest in and knowledge of IT and computer programming.

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

Benefits and Rewards: 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 (Well-being), 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.

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.inclusionslo@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>

部门

Operations

Business Unit

Innovative Medicines

地点

Slovenia

站点

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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