

Projektni kontroler II / Project controller II

Job ID
REQ-10060272

11月 27, 2025

Slovenia

摘要

Kot Projektni kontroler II (m/f/d) v ekipi Projektnega inženiringa NOCC boste odgovorni za pravilno izvajanje procesa projektnega kontrolinga in managementa pogodb pri izvedbi investicijskih projektov v skladu z zakonodajo, internimi predpisi, dobro poslovno prakso in poslovnimi cilji.

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As a Project Controller II in Project Engineering NOCC you will be providing support for project controlling & services, contract management in support of the execution of investment projects in accordance with the law, internal regulations, good practices, and business objectives.

About the Role

Vaš e ključne odgovornosti:

- Podpiranje procesa kontrolinga projektov (čas, stroški, zagotavljanje virov, spremembe obsega) v skladu s projektnim načrtom in ustreznimi procesi nadzora, ki pokrivajo sledenje in napovedovanje.
- Zbiranje statističnih podatkov za bodočo uporabo (benchmarking).
- Uporaba standardiziranih orodij v podporo procesov kontrolinga projektov in upravljanje projektov (Napredna uporaba excela, worda in ppt, SAP,...).
- Podpiranje vodje projektov pri zagotavljanju skladnosti, pravočasne razpoložljivosti ustreznih informacij, zagotavljanju ustreznih virov za projektni kontroling in pri zagotavljanju nabavne podpore projektom.
- Preverjanje računov v okviru projektnega kontrolinga na investicijskih projektih, finančno zaključevanje projekta in amortizacija sredstev.
- Zagotavljanje podpore pri uvajanju novih informacijskih sistemov in sprememb iz poslovnega okolja v enoto.
- Arhiviranje tehničnih, projektne in druge zakonsko predpisane dokumentacije enote in koordiniranje sodelavcev vezano na zahteve informacijske varnosti (ISEC).

Vaš Doprinos k Delovnem Mestu

- Visokošolsko stopnjo izobrazbe (VI/2) tehničnih, naravoslovno/tehničnih, ekonomske ali druge ustrezne smeri.
- 2 leta delovnih izkušenj na področju kontrolinga in poročanja o projektih ali na področju sklepanja pogodb / nabave ter dela s tujino.
- Sposobnost analiziranja in interpretiranja podatkov.
- Aktivno znanje angleškega jezika ustno in pisno (prednost tudi znanje nemške, španščine, italijanščine, kitajščine ali japonščine).
- Napredno poznavanje orodja Microsoft Office, zlasti Excel.
- Fleksibilnost, pripravljenost na spremembe, agilnosti, zmoglost delovanja v kompleksnih in spreminjajočih okoljih.

Z izbranim kandidatom bomo sklenili delovno razmerje za določeno časovno obdobje 6 mesecev.

Kaj Nudimo

Konkurenčni plačni paket, letni bonus, fleksibilen način dela, zmoglost 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 (Polniživljenja) ter dogodke, neomejene priložnosti za učenje in razvoj.

Predani smo raznolikosti in vključnosti

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

Key Responsibilities

- Support Project Controlling Process (time, costs, resourcing, scope changes) in line with the Project Roadmap and the relevant gate keeping processes covering tracking and forecasting.
- Gather statistical data for future use (benchmarking).
- Use of standardized tools to support project controlling and project portfolio management processes (advanced use of MS Excel, Word and Power point, SAP).
- Support project managers that all live major projects comply to the agreed process, that relevant information is made available in time, adequate project controlling resources are supplied and that project procurement support is provided.
- Invoice Checking within dedicated project controlling on investment projects, financial closure of the project and depreciation of assets.
- Support implementation of new IT systems and changes from the business environment in the unit.
- Responsibility for archiving technical, project and other legal documentation of the unit and for the coordination of associates according to the ISEC requirements.

Essential Requirements

- University degree in technical, natural&technical, economics or other relevant sciences.
- 2 years working experiences on project controlling and reporting or contracting /purchasing field and working with foreign countries.
- Analytical / data interpretation skills.
- Fluent in English (German, Italian, Spanish, Japanese and/or Chinese language is an advantage).
- Advanced knowledge of Microsoft Office, especially Excel.
- Ability to be flexible and adapt to change and ability to work in an ambiguous environment.

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

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), 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.

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

Production / Manufacturing

地点

Slovenia

站点

Ljubljana

Company / Legal Entity

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

Alternative Location 1

Mengeš, Slovenia

Functional Area

Technical Operations

Job Type

Full time

Employment Type
Temporary (Fixed Term)

Shift Work
No

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



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