

Planer zunanjih materialov (m/ ž /d) / External Materials Planner (m/f/d)

Job ID
REQ-10060402

9月 02, 2025

Slovenia

摘要

#LI-Hybrid

Lokacija: Ljubljana, Slovenija

Pridru ž ite se nam kot Planer zunanjih materialov (m/ ž /d) in prispevajte k nemotenemu pretoku materialov med proizvodnimi lokacijami. Va š e delo bo obsegalo usklajevanje nabave, logistike in izbolj š evanja procesov, kar bo neposredno vplivalo na u č inkovitost in razpolo ž ljivost izdelkov. Č e ž elite biti del odli č ne ekipe in vas navdu š uje natan č nost ter sodelovanje, je to odli č na prilo ž nost za vas.

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Join us as an External Materials Planner (m/f/d) and contribute to the smooth flow of materials between production sites. Your role will involve coordinating procurement, logistics, and process improvements, directly impacting product efficiency and availability. If you enjoy precision and collaboration and want to be part of an excellent team, this is a great opportunity for you.

About the Role

Vaša ključna odgovornosti:

- Zagotavljanje razpoložljivosti materialov glede na proizvodni plan in dnevne potrebe.
- Priprava in posredovanje naročil dobaviteljem ter spremljanje izvedbe nabavnega procesa.
- Upravljanje informacij o potrebah in manjkajočih materialih ter pravočasno in proaktivno ukrepanje.
- Koordinacija vhodnih materialov med proizvodnimi lokacijami in logističnim centrom.
- Izvajanje postopka reklamacij in vodenje evidenc.
- Zagotavljanje natančnega računanja odhodnega materiala in uravnoteženih odprem.
- Aktivno sodelovanje z oddelki in planerji ter prispevanje k doseganju KPI-jev.
- Spodbujanje projektov za optimizacijo zalog in nenehno izboljševanje procesov.

Vaš doprinos k delovnem mestu:

- Izkušnje iz področja operativne nabave ali planiranja.
- Aktivno znanje angleškega jezika.
- Dobro poznavanje ERP sistemov in tehničnih specifikacij materialov.
- Sposobnost analize potreb in obvladovanja zalog glede na proizvodne zahteve.
- Natančnost pri vodenju evidenc in obvladovanju dokumentacije.
- Odlične komunikacijske veščine za sodelovanje z različnimi oddelki in dobavitelji.
- Zavezanost k nenehnemu strokovnemu razvoju.

Z izbranim kandidatom bomo sklenili delovno razmerje za določeno časovno obdobje 6 mesecev. Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

Ugodnosti in nagrajevanje: Konkurenčni plačni paket, letni bonus, fleksibilen način 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 življenja), številne priložnosti za učenje in razvoj.

Preberite naš priročnik, da spoznate načine, s katerimi bomo spodbujali vaš osebni in profesionalni razvoj: <https://www.novartis.com/careers/benefits-rewards>

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.

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. Prosim, vključite tudi podatek o številki razpisa, na katerega se prijavljate.

Zakaj Novartis: Pomagati bolnikom in njihovim družinam zahteva več kot le inovativno znanost. Potrebna je skupnost zavzetih ljudi, kot ste vi. V Novartisu cenimo sodelovanje, podporo in navdihovanje drug drugega za razvoj prebojnih terapij, ki spreminjajo življenja pacientov. Ste pripravljeni ustvariti svetlejšo prihodnost skupaj z nami?
<https://www.novartis.com/about/strategy/people-and-culture>

Pridružite se NovartisuNi pravo delovno mesto za vas? Prijavite se v našo bazo talentov, da ostanete v kontaktu z nami in se seznanite z ustreznimi kariernimi priložnostmi takoj, ko se pojavijo:
<https://talentnetwork.novartis.com/network>

Key Responsibilities:

- Ensure material availability according to the production plan and daily needs.
- Prepare and send orders to suppliers and monitor the procurement process.
- Manage information on requirements and missing materials, and take timely and proactive action.
- Coordinate incoming materials between production sites and the logistics center.
- Handle the complaint process and maintain records.
- Ensure accurate planning of outgoing materials and balanced shipments.
- Actively collaborate with departments and planners to contribute to achieving KPIs.
- Promote inventory optimization projects and continuous process improvement.

Essential Requirements:

- Experience in operational procurement or planning.
- Active knowledge of English.
- Good knowledge of ERP systems and technical material specifications.
- Ability to analyze requirements and manage inventory according to production needs.
- Accuracy in record-keeping and documentation handling.
- Excellent communication skills for collaboration with various departments and suppliers.
- Commitment to continuous professional development.

We offer temporary employment for one year 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.

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
Universal Hierarchy Node

地点
Slovenia

站点
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
Regular

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.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.

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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