

Vodja podpore procesov proizvodnje (m/ ž /d)/Process Support Unit Lead (m/f/d)

Job ID
REQ-10060767

8月 29, 2025

Slovenia

摘要

Naziv/Job Title: Vodja podpore procesov proizvodnje (m/f/d)

#LI-Hybrid

Lokacija/Primary Location: Menge š , Slovenija

Podpora pri selitvi: to delovno mesto je locirano v Meng š u, Sloveniji. Novartis ni zmo ž en nuditi podpora pri selitvi. Prosimo, da se prijavljajo samo kandidati, ki jim je delovno mesto dostopno.

Relocation Support: This role is based in Menge š , Slovenija. Novartis is unable to offer relocation support: please only apply if accessible.

Pridru ž ite se ekipi, ki poganja prihodnost proizvodnje! Kot Vodja podpore procesov proizvodnje – oddelek Obvladovanje materialov (m/f/d) boste imeli ključno vlogo pri obvladovanju in zagotavljanju materialov za proizvodnjo, zagotavljanju zalog, obvladovanju reklamacij, skrbeli za zagotavljanje

Good House Keeping-a, obladovanja odpadkov in splošna podpora proizvodnim aktivnostim. Sodelovali boste pri oblikovanju učinkovitih, konkurenčnih in skladnih proizvodnih procesov. Vaše vodstvene sposobnosti bodo usmerjale razvoj ekipe in uvajanje inovativnih rešitev, ki podpirajo poslovne cilje ter zagotavljajo skladnost z zakonodajo, dobrimi praksami in GMP standardi. Če vas navdihuje vpliv, ki ga lahko imate na kakovost in uspešnost proizvodnje, je to priložnost za vas.

About the Role

Vaše ključne odgovornosti:

- Vodi ekipo za podporo procesom in usklajuje vse aktivnosti znotraj proizvodne enote.
- Zagotavlja skladnost z zahtevami kakovosti, varnosti, okolja in GMP.
- Prevede strateške cilje v konkretne akcijske načrte in upravlja rasporeditev virov.
- Spodbuja kulturo samostojnosti, odgovornosti in stalnega učenja v timu.
- Vodi kadrovske procese: zaposlovanje, usposabljanje, coaching in razvoj kariere.
- Skrbi za usposobljenost sodelavcev za naloge v skladu z GMP predpisi.
- Aktivno sodeluje pri projektih operativne oddelka in izboljšavah procesov.

Vaš doprinos k delovnem mestu:

- Visoko šolska izobrazba farmacevtske, kemijske ali druge ustrezne naravoslovne smeri.
- Vsaj 3 leta izkušenj v farmacevtski industriji na primerljivem strokovnem področju.
- Aktivno znanje slovenskega in angleškega jezika (pisno in ustno).
- Dobro poznavanje orodja Microsoft Office za podporo operativnim nalogam.
- Dokazane vodstvene izkušnje pri vodenju in razvoju proizvodnih ekip.
- Globoko razumevanje GMP in skladnosti z zdravjem, varnostjo in okoljem (ZVO).

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

Ugodnosti in nagrajevanje:

Konkurenčni plačni 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 življenja), številne priložnosti za učenje in razvoj.

Preberite naš priročnik, da spoznate našine, 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. Prosimo, 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 Novartisu:

Ni 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>

English version:

Join the team driving the future of manufacturing! As a Process Support Unit Lead – Materials Management Department (m/f/d), you will play a key role in managing and ensuring the availability of materials for production, maintaining inventory, handling complaints, ensuring Good Housekeeping, managing waste, and providing general support for production activities.

You will contribute to the development of efficient, competitive, and compliant manufacturing processes. Your leadership skills will guide the team's development and the implementation of innovative solutions that support business goals and ensure compliance with legislation, best practices, and GMP standards.

If you're inspired by the impact you can have on the quality and success of production, this is the opportunity for you.

Key Responsibilities:

- Lead the process support team and coordinate all activities within the production unit.
- Ensure compliance with quality, safety, environmental, and GMP requirements.
- Translate strategic goals into actionable plans and manage resource allocation.
- Foster a culture of autonomy, accountability, and continuous learning within the team.
- Manage HR processes including recruitment, training, coaching, and career development.
- Ensure team qualification for GMP-compliant tasks and maintain training records.
- Actively contribute to operational excellence and continuous improvement initiatives.

Essential Requirements:

- University degree in pharmacy, chemistry, or another relevant natural science field.
- Minimum 3 years of relevant experience in the pharmaceutical industry.
- Proficient in both Slovenian and English (written and spoken).
- Solid knowledge of Microsoft Office tools to support operational tasks.
- Proven leadership experience in managing and developing production teams.
- Strong understanding of GMP and compliance with health, safety, and environmental standards.

We offer permanent 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
Mengeš

Company / Legal Entity

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

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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