

Ekspert upravljanja naročil in logistike (m/ ž /d) / Order & Logistic Manager (m/f/d)

Job ID
REQ-10062138

10月 07, 2025

Slovenia

摘要

#LI-Hybrid

Lokacija: Ljubljana, Slovenija

Ste pripravljeni postati ključni člen med proizvodnjo in stranko? Kot Ekspert upravljanja naročil in logistike (m/ ž /d) boste odgovorni za celovito podporo E2E procesom – od natančnega izvajanja transakcij in logistike do zagotavljanja skladnosti in odličnosti storitev. V tej vlogi boste povezovali deležnike, reševali izzive in prispevali k operativni odličnosti v skladu z zakonodajo, internimi predpisi in poslovnimi cilji.

Are you ready to become a key link between production and the customer? As an Order and Logistics Management Manager (m/f/d), you will be responsible for comprehensive support of end-to-end (E2E) processes – from precise execution of transactions and logistics to ensuring compliance and service excellence. In this role, you will connect stakeholders, resolve challenges, and contribute

to operational excellence in line with legislation, internal policies, and business goals.

About the Role

Vaš ključna odgovornosti:

- Izvajanje sistemskih transakcij od naročila do dostave na podlagi načrtovanja in matičnih podatkov.
- Priprava in zagotavljanje razpoložljivosti dokumentov in odobritev za odpremo.
- Upravljanje vračil, odpisov, popustov in dobropisov skladno s SOP in smernicami.
- Delovanje kot kontaktna točka za eskalacije med strankami in proizvodnimi mesti.
- Sodelovanje z internimi funkcijami za zagotavljanje skladne in kakovostne oskrbe.
- Komunikacija z odpremniki, letalskimi družbami in agenti glede prevoznih težav.
- Priprava poročil in analiza uspešnosti na podlagi ključnih kazalnikov (KPI).
- Aktivno sodelovanje pri izboljšavah procesov in medfunkcijskih pobudah.

Vaš doprinos k delovnem mestu:

- Višja šolska izobrazba - diploma prve stopnje v univerzitetnem programu.
- Aktivno znanje angleškega jezika.
- Poznavanje orodja Microsoft Office.
- Minimalno 3 leta izkušenj v procesih oskrbovalne verige, vključno s storitvami za stranke, upravljanjem dobaviteljev in logistiko.
- Razumevanje sistemskih transakcij in podatkovnih tokov v E2E procesih.
- Sposobnost reševanja težav in učinkovitega komuniciranja z različnimi deležniki.

Zaželeno izkušnje:

- Izkušnje pri uporabi SAP-a predstavljajo prednost.
- Poznavanje projektnega vodenja, predvsem medfunkcijskega projekta, predstavlja prednost.

Z izbranim kandidatom bomo sklenili delovno razmerje za nedoločeno obdobje s poskusno dobo 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 živiljenja), 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, vključno 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>

Key Responsibilities

- Execute system transactions from order to delivery based on planning and master data.
- Prepare and ensure availability of shipping documents and approvals.
- Manage returns, write-offs, discounts, and credit notes in line with SOPs and guidelines.
- Act as a contact point for escalations between customers and manufacturing sites.
- Collaborate with internal functions to ensure compliant and high-quality supply.
- Communicate with shippers, airlines, and agents regarding transport-related issues.
- Prepare reports and analyze performance based on key performance indicators (KPIs).
- Actively contribute to process improvements and cross-functional initiatives.

Essential Requirements

- Higher education - bachelor's degree in a university program.
- Active knowledge of English.
- Proficiency in Microsoft Office tools.
- Minimum 3 years of experience in supply chain processes, including customer service, supplier management, and logistics.
- Understanding of system transactions and data flows in E2E processes.
- Strong problem-solving and stakeholder communication skills.

Desirable Requirements

- Experience with SAP is an advantage.
- Knowledge of project management, especially cross-functional projects, is a plus.

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.

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>

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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
Regular

Shift Work
No

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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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