

## **Operativni planer - ekspert (m/ ž /d) / Senior Operational Scheduler (m/f/d)**

Job ID  
REQ-10064283

10月 17, 2025

Slovenia

### **摘要**

#LI-Hybrid  
Lokacija / Location: Ljubljana

Kot Operativni planer - ekspert boste odgovorni za vzdrževanje in razvijanje ter upravljanje kratkoročnega planiranja, izvajanje zahtevnejših planskih analiz in zagotavljanje usmeritev proizvodnji. Proizvodnji boste zagotavljali podrobne končne časovne plane, opredeljevali in optimizirali boste zaporedje izvedbe, sproščali naročila v proizvodnjo ter zagotavljali razpoložljivost surovin in opreme, skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji.

We are seeking a Senior Operational Scheduler to be responsible for maintenance, development and management of short-term scheduling, driving complex planning analyzes and ensuring guidance to production. Providing to the shop floor detailed finite schedules, defining and optimizing sequences of execution, releasing orders to production and ensuring materials and capacity availability, in accordance with the law, internal regulations, Good Practices, and business objectives.

## About the Role

### Va š e klju č ne odgovornosti:

- Zagotavljanje izvedljivega plana v proizvodnji v smislu razpoložljivosti surovin oz. materialov in kapacitete proizvodnje.
- Vzpostavlanje in redno vzdrževanje optimiziranega zaporedja proizvodnih nalogov v okviru planskega horizonta (Planning Time Fence) skladno s pravili, določeni za proizvodnjo, kakovost in druge podporne funkcije ter v skladu z zahtevami kupca.
- Poročanje na vsakodnevnem Tier sestanku proizvodnje oz. seznanjanje drugih udeležencev sestanka s statusom proizvodnega plana
- Zagotavljanje plana vseh operativnih dejavnosti v svoji enoti z vključitvijo proizvodnih dejavnosti, dejavnosti v zvezi s potrjevanjem procesov ali čiščenjem opreme, nadzorom kakovosti, kvalifikacijo in / ali prekvalifikacijo opreme ter vsemi tehničnimi dejavnostmi, ki se izvajajo na proizvodnih območjih.
- Zagotavljanje pretoka informacij za pričakovane težave ali vprašanja v okviru planskega horizonta (Planning Time Fence).
- Zagotavljanje rednega vzdrževanja plana in po potrebi prilagajanje plana skladno s planskimi zahtevami.
- Predvidevanje in upoštevanje določnih natančnih zahtev, potreb in omejitev vseh oddelkov in delavnikov, vključnih v proces.
- Sodelovanje pri spremljanju vsakodnevnih proizvodnih dejavnosti, v skladu s timom za podporo procesov.
- Odgovornost za upravljanje prednostnih nalog v primeru nepredvidenih dogodkov in po potrebi obveščanje timov v proizvodnji o nastalih spremembah.
- Odgovornost za vzdrževanje in kakovost matičnih planskih podatkov za celotno delovno področje, vključno s poročanjem.

### Va š doprinos k delovnem mestu:

- Visokošolska stopnja izobrazbe kemijske, farmacevtske, ekonomske oziroma druge ustrezne smeri
- Aktivno znanje angleškega jezika
- Poznavanje orodja Microsoft Office
- Minimalno 3 leta ustreznih delovnih izkušenj
- Visoko motiviranost, samostojnost in samoiniciativiranost,

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

**Dostop in prilagoditve:** V Novartisu si prizadevamo k vključenosti 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](mailto: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:

- Provide a feasible plan to the shop floor in terms of materials and capacity availability
- Establish optimized sequence of orders within the Planning Time Fence and keep it up to date, based on rules agreed by manufacturing, Quality and other support functions and in accordance with customer requirements
- Report / provide the planning status in the daily Tier production meeting,
- Ensure the optimal, short-term planning of all operational activities in his/her/diverse unit by integrating production operations, activities related to process validation or equipment cleaning, quality control, qualification and / or requalification of equipment and all technical operations carried out in production areas,
- Ensure information flow for upcoming issues or questions in the Planning Time Fence horizon,
- Ensure the continuous update of the schedule and if applicable adjust the plan in accordance

- with the planning requirements and inform about the production plan adherence
- Order Management if applicable: verify material and documentation availability, inform production about orders and release orders to production
  - Continually seek to improve the efficiency of own and teamwork and to simplify current process. Regularly optimize and simplify the production schedule to improve efficiency and management

### **Essential Requirements:**

- Higher education degree in chemistry, pharmacy, economics or other relevant fields
- Minimum 2 years of production planning or similar planning experience
- Good communication and organizational skills
- Fluent English required
- Highly motivated, independent and self-initiative
- Knowledge of Microsoft Office

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](mailto: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  
Regular

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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