

Project Manager in Project Management office (m/ ž /d) / Vodja Projektov v projektni pisarni (m/f/d)

Job ID
REQ-10065550

11月 12, 2025

Slovenia

摘要

#LI-Hybrid

Lokacija / Location: Mengeš

Kot Vodja Projektov v projektni pisarni boste odgovorni za vodenje in upravljanje projektov v lokalnem in mednarodnem prostoru, skladno s projektnim načrtom, zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji. Ta položaj vključuje nadzor nad vsemi fazami izvedbe projekta, od načrtovanja in razporejanja virov do obvladovanja tveganj in dokumentacije. Uspeh na tem področju zahteva močne vodstvene, organizacijske in komunikacijske veščine za učinkovito vodenje več funkcijskih ekip in zunanjih partnerjev. Z zagotavljanjem, da so projekti izvedeni pravočasno, v okviru proračuna in skladno s standardi, projektni vodja podpira poslanstvo podjetja in njegovo strateško rast. To je priložnost za prispevanje k inovativnim pobudam v dinamičnem in sodelovalnem okolju.

The Project Manager in Project management office plays a vital role in leading and coordinating

projects that drive business objectives and deliver impactful results. This position involves overseeing all phases of project execution, from planning and resource allocation to risk management and documentation. Success in this role requires strong leadership, organizational, and communication skills to effectively manage cross-functional teams and external partners. By ensuring projects are delivered on time, within budget, and in compliance with standards, the Project Manager supports the company's mission and strategic growth. This is an opportunity to contribute to innovative initiatives in a dynamic and collaborative environment.

Podpora pri selitvi: Ta vloga je locirana v Mengš u, Slovenija. Novartis ne nudi podpore pri selitvi - prosimo, prijavite se le, če je lokacija dostopna.

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

About the Role

Vaš e ključ ne odgovornosti:

- odgovornost za pripravo projekta z oceno vrednosti in rizikov ter z izraž uni potrebnih č love š kih in finan č nih virov in predvidenimi č asovnicami
- skrb za izdelavo projektne in investicijske dokumentacije
- odgovornost za izdelavo nač rta oz koordinacijo nač rtovanja v vseh fazah projekta
- nač rtovanje aktivnosti skladno s prioritetami
- odgovornost za pridobitev vseh potrebnih notranjih soglasij do kon č ne potrditve projektov
- izvajanje projekta po organizacijski in strokovni vlogi skladno s cilji projekta
- izvajanje kontrolinga projekta (stro š kovni, č asovni in kvalitetni vidik)
- odgovornost za zagotavljanje podpore funkcijskih vodij, da pravo č asno in z napovedanimi viri opravijo dogovorjene aktivnosti
- Zagotavljanje dobre sodelovanja/odnosov z notranjimi in zunanjimi dele ž niki
- Delovati kot glavna kontaktna oseba za organizacijo in razvoj z obstoje č imi in novimi projekti

Vaš doprinos k delovnem mestu:

- Visoko š olska stopnja izobrazbe ekonomskofinan č ne ali druge ustrezne smeri
- Aktivno znanje angle š kega jezika in poznavanje orodja Microsoft Office
- 5 let prakti č nih izku š enj v farmacevtski industriji ali ve č kot 3 leta izku š enj na strokovnem podro č ju
- Dobro poznavanje HSE/GMP standardov in procesov
- Dobro poznavanje financ
- Dobre predstavitvene sposobnosti ter znanje projektnega vodenja, organizacije in nač rtovanja
- Dobre komunikacijske, pogajalske in medosebne ve š č ine. Sposobnost dela v interdisciplinarnih ekipah.
- Sposobnost re š evanja problemov in generiranja idej ter osnovne vodstvene ve š č ine.

Za ž elene izku š nje

- Izkušnje z zagotavljanjem rešitev, skladnih z GxP
- Odlično poznavanje financ in ekonomije ter znanje finančnih orodij za pripravo proračuna, načrtovanje in spremljanje izvedbe.

Z izbranim kandidatom bomo sklenili delovno razmerje za **dolgoročno do 5 let**, s poskusno 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 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 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>

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Key Responsibilities:

- Lead delivery of internal and outsourced projects from initiation to operations transition
- Monitor execution, establish governance, and manage risks and issues effectively
- Ensure optimal use of resources and project management tools and practices
- Deliver projects on time, within budget, and aligned with business objectives
- Support portfolio management through standards, training, and analytics

- Provide transparent reporting and ensure complete project documentation
- Own project status, risks, and issues, reporting to governance bodies with clear actions
- Support strategic planning and drive implementation with senior leadership
- Assure good collaboration/relationship with internal and external stakeholders
- Act as main single point of contact for contract manufacturing and development organization for topics related to ongoing or new projects

Essential Requirements:

- University degree in economics & finance or other equivalent degree
- Functional knowledge of English and Knowledge of Microsoft Office
- Good knowledge in finance
- 5 years of practical experience in chemical / pharmaceutical industry or > 3 years of experience in field of expertise
- Good knowledge of HSE/GMP standards and processes
- Problem-solving and idea generation skills and Fundamental Leadership skills.
- Good presentation skills and Project management, good organization and planning skills
- Good communication, negotiation and interpersonal skills. Ability to work in interdisciplinary teams.

Desirable Requirements:

- Experience delivering GxP-compliant solutions
- Strong knowledge of finance and economics as well as knowledge of finance tools for budgeting, planning, and execution tracking.

We offer a **two-year temporary 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
Production / Manufacturing

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
Temporary (Fixed Term)

Shift Work
No

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