

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

Job ID
REQ-10068468

12月 11, 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.

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Location: Ljubljana, Slovenia

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

Va š e klju č ne odgovornosti:

- Izvajanje sistemskih transakcij od naro č ila do dostave na podlagi na č rtovanja in mati č nih podatkov.
- Priprava in zagotavljanje razpolo žljivosti dokumentov in odobritev za odpremo.
- Upravljanje vra č il, odpisov, popustov in dobropisov skladno s SOP in smernicami.
- Delovanje kot kontaktna to č ka za eskalacije med strankami in proizvodnimi mesti.
- Sodelovanje z internimi funkcijami za zagotavljanje skladne in kakovostne oskrbe.
- Komunikacija z odpremniki, letalskimi dru ž bami in agenti glede prevoznih te ž av.
- Priprava poro č il in analiza uspe šnosti na podlagi klju č nih kazalnikov (KPI).
- Aktivno sodelovanje pri izbolj š avah procesov in medfunkcijskih pobudah.

Va š doprinos k delovnem mestu:

- Vi š je šolska izobrazba - diploma prve stopnje v univerzitetnem programu.
- Aktivno znanje angle škega jezika.
- Poznavanje orodja Microsoft Office.
- Minimalno 3 leta izku šenj v procesih oskrbovalne verige, vklju čno s storitvami za stranke, upravljanjem dobaviteljev in logistiko.
- Razumevanje sistemskih transakcij in podatkovnih tokov v E2E procesih.
- Sposobnost re ševanja te ž av in u činkovitega komuniciranja z razli čnimi dele žniki.

Za želene izku šnje:

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

Z izbranim kandidatom bomo sklenili delovno razmerje za nedolo č en č asposkusno dobo 6 mesecev. Prijavo oddajte z živiljenjepisom v slovenskem in angle škem jeziku.

Ugodnosti in nagrajevanje: Konkuren čen pla čni paket, letni bonus, fleksibilen na čin dela z mo žnostjo prilagajanja urnika in delom od doma, pokojninska shema, mo žnost vklju čitve v kolektivno zdravstveno zavarovanje, shema nagrajevanja in priznanja dose žkov, raz širjeni program promocije zdravja na podro čju fizi čnega in du ševnega dobrega po čutja ter delovne obremenitve (Polni živiljenja.), številne prilo žnosti za u čenje in razvoj.

Preberite na š priro čnik, da spoznate na čine, s katerimi bomo spodbujali va š osebn in profesionalni

razvoj: <https://www.novartis.com/careers/benefits-rewards>

Predani smo raznolikosti in vključnosti. Novartis si prizadeva ustvariti izjemno, vključujočo delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

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, possibility of joining collective health insurance scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical and mental well-being and managing workload (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>

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
Product Supply Chain

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

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.

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