

Analitik (m/ ž /d) / FRA Analyst (m/f/d)

Job ID
REQ-10070136

1月 27, 2026

Slovenia

摘要

#LI-Hybrid

Lokacija / Location: Ljubljana, Slovenia

Interni naziv pozicije / Internal job title: Analitik (m/ ž /d) / FRA Analyst (m/f/d)

V vlogi analitika boste odgovorni za organizacijo in izvajanje računalniških ter z nabavo povezanih aktivnosti, z namenom zagotavljanja pravilnega evidentiranja poslovnih dogodkov, ustreznih transakcijskih postopkov v nabavi ter kakovostnih in pravočasnih informacij za potrebe upravljanja procesov in odločanja skladno z zakonodajo, internimi akti, dobrimi praksami in poslovnimi cilji podjetja.

We are seeking a FRA Analyst. In this role you will be responsible for organizing and performing accounting and other procurement relating activities to ensure proper record-keeping and appropriate transactional procurement activities, quality and timely information for the requirements of process management and decision making in accordance with the law, internal regulations, good practices and business objectives.

This role is based in Ljubljana, Slovenia. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

About the Role

Va še ključne odgovornosti:

- odgovornost za organizacijo in izvajanje računalniških ter z nabavo, povezanih aktivnosti, z namenom zagotavljanja pravilnega evidentiranja poslovnih dogodkov,
- odgovornost za izdelavo računalniških obrazloženj,
- odgovornost za kontrolo in obdelavo knjigovodskih listin,
- odgovornost za poročanja,
- skrb za izdelavo analiz in poročil s pojasnili,
- tesno sodelovanje s končnimi uporabniki in nabavo,
- vodenje projektov in implementacija novih informacijskih sistemov,
- sodelovanje pri oblikovanju učinkovitih metod dela,
- odgovornost za osebni in strokovni razvoj,
- izvajanje in upoštevanje vseh navodil in zahtev za zagotavljanje varnega dela, varovanja okolja in premoženja.

Va še doprinos k delovnem mestu:

- Visoko šolska stopnja izobrazbe ekonomsko-finančne ali druge ustrezne smeri.
- Znanje angleškega jezika.
- Poznavanje orodja Microsoft Office.
- Najmanj 1 leto delovnih izkušenj s področja računalništva, nabave in vodenja projektov.

Z izbranim kandidatom bomo sklenili delovno razmerje za določeno 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, možnost vključitve v kolektivno zdravstveno zavarovanje, shema nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju fizičnega in duševnega dobrega počutja ter delovne obremenitve (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 vključnosti. Novartis si prizadeva ustvariti izjemno, vključujočo delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo našo 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.inclusion slo@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:

- Responsibility for organizing and performing accounting and procurement - related activities to ensure proper record - keeping,
- responsibility for preparing accounting calculations,
- responsibility for controlling and processing accounting documents,
- responsibility for reporting,
- preparation of analyses and reports with explanations,
- close cooperation with end users and procurement,
- project management and implementation of new information systems,
- participation in developing more efficient work methods,
- responsibility for personal and professional development,
- execution and compliance with all instructions and requirements to ensure safe work, environmental protection, and asset protection.

Essential Requirements:

- University degree in economics & finance or other equivalent degree.
- Functional knowledge of English.
- Knowledge of Microsoft Office.
- Minimum 1 year of working experience in accounting, procurement - related activities and/or project management.

We offer 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, 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.

Learn about all the ways we 'll help you thrive personally and professionally.
<https://www.novartis.com/careers/benefits-rewards>

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>

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Benefits and Rewards: Learn about all the ways we 'll help you thrive personally and professionally.
[Read our handbook \(PDF 30 MB\)](#)

部门
Finance

Business Unit

Finance

地点
Slovenia

站点
Ljubljana

Company / Legal Entity
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area
Audit & Finance

Job Type
Full time

Employment Type
Temporary (Fixed Term)

Shift Work
No

```
function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer697c53d76405e361534188"); var mediaContainer =
mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px";
var originalWidthValue = parseFloat(originalWidth); var originalHeightValue =
parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; // Get computed styles
of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var
finalWidth = parseFloat(parentStyles.width); if (finalWidth  var config = { targetId:
"kalturaplayer697c53d76405e361534188", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false,
allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: {
disable: true }, "playkit-js-transcript":{ position: "right", // Default: bottom;( ' left ' , ' right', ' top ' , 'bottom ' ) to
enable transcript. expandMode: "over", // Default: alongside;( ' alongside', ' hidden ' , 'over ' )
expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable:
true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false },
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; config.plugins.preventSeek = { preventSeekForward:
```

```
false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = {
position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-
js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true };
config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true };
config.ui.uiComponents = []; config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } };
```

```
try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1dgfvmafo"}); setTimeout(() => {
setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) {
players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => {
players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause ===
'function') { otherPlayer.pause(); } }); }); }); }); } catch (e) { console.error(e.message) }
```



VIDEO

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List of links present in page

1. <https://www.novartis.com/careers/benefits-rewards>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. <https://talentnetwork.novartis.com/network>
4. <https://www.novartis.com/about/strategy/people-and-culture>
5. <https://www.novartis.com/about/strategy/people-and-culture>
6. <https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>
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