

Skrbnik osnovnih podatkov materialov (m/ ž /d) / Site Master Data Expert (m/f/d)

Job ID
REQ-10071298

2月 11, 2026

Slovenia

摘要

#LI-Hybrid

Lokacija / Location: Ljubljana

Kot Skrbnik osnovnih podatkov materialov boste odgovorni za procese na področju osnovnih podatkov materialov za podporo proizvodnim lokacijam, osredotočeni boste na zagotavljanje pravih in pravočasnih osnovnih podatkov materialov v sistemu, skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji.

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The Site Master Data Expert is responsible for general site master data management processes focused to ensure accurate and timely preparation and maintenance of master data in the ERP system, in accordance with the law, internal regulations (e.g. Novartis Quality Manual), Good Practices, and business objectives.

This role is based in Ljubjana, 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:

- Razumevanje različnih dogodkov v življenjskem ciklu farmacevtskih izdelkov in razumevanje vpliva osnovnih podatkov materialov na stopnje življenjskega cikla izdelka.
- Zagotavljanje usklajenih osnovnih podatkov materialov v vseh fazah njihovega življenjskega cikla kot tudi v globalnih poslovnih procesih.
- Opredelitev in upravljanje procesov osnovnih podatkov materialov za proizvodne lokacije.
- Določitev matrike odgovornosti za izvajanje aktivnosti na področju osnovnih podatkov materialov (npr. oseba za določitev parametrov, oseba za posodobitev sistema SAP z vnosom točnih vrednosti itd.).
- Vzdrževanje atributov v sistemih na podlagi analize osnovnih zahtev ter zagotavljanje, da so vsi podatki v sistemih zanesljivi in iz pravih virov. Zagotavljanje, da se vzpostavi celovitost in kakovost osnovnih podatkov materialov na proizvodnih lokacijah.
- Neprekinjeno preverjanje skladnosti in celovitosti osnovnih podatkov materialov.
- Preverjanje, urejanje in spreminjanje zahtev za vzdrževanje osnovnih podatkov materialov na proizvodnih lokacijah, upoštevajoč procese, povezane z globalnimi osnovnimi podatki in pripadajočimi splošnimi postopki.
- Zagotavljanje neprekinjene kakovosti podatkov ter pomoč pri iščenju podatkovnih baz.
- Odgovornost za določanje prednostnih nalog za zagotovitev pravočasnega sprošča materialov na proizvodnih lokacijah, z namenom zagotavljanja uspešne implementacije proizvodov na trgu.
- Podpiranje skladnosti kakovosti proizvodov in regulatornih procesov (npr. tehnične reklamacije, tehnični odstopi, upravljanje sprememb).

Va še doprinos k delovnem mestu:

- Visokošolska stopnja izobrazbe naravoslovno-tehnične, ekonomske ali druge ustrezne smeri (npr. računalništvo, informatika, matematika).
- Aktivno znanje angleškega jezika
- Poznavanje orodja Microsoft Office
- Zaželeno izkušnje s področja dela z osnovnimi podatki v farmacevtskem ali proizvodnem podjetju

Z izbranim kandidatom bomo sklenili delovno razmerje za določen časposkusno dobo 6 mesecev. Prijava oddajte z življenjepisom v slovenskem in angleškem jeziku.

Ugodnosti in nagrajevanje:

Konkurenčni plačni paket, letni bonus, fleksibilen način dela z možnostjo prilagajanja urnika in deloma 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, vključujoče 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:

- Understanding of Pharmaceutical products, lifecycle events and the impact of master data on product lifecycle stages.
- Ensure reconciled master data in all their life-cycle phases and in global business processes.
- Define and manage the processes related to master data for the manufacturing sites.
- Define the responsibility matrix within the master data processes, e.g. the person to define the parameters, the person to update the SAP system by entering accurate values, etc.
- By analyzing the basic requirements, maintaining the attributes in the systems, and ensuring that all the data included in the system are reliable and from the right sources, ensure that the integrity and quality of site master data is established.
- Continuously check the consistency and completeness of master data.
- Verify, edit and amend requests for site data maintenance, while taking into account the processes related to global master data, and the relevant SOPs.
- Ensure continuous data quality and assist with database cleansing.
- Responsible for setting the right priorities to ensure timely release of material codes to manufacturing sites to guarantee successful implementation of the products on the market.
- Support product quality compliance & regulatory workflows, e.g. technical complaints, technical deviations, and change control management.

Essential Requirements:

- University degree in Economics, Natural Sciences or other relevant field (e.g. Information Technology, Mathematics)
- Preferred experience in Master Data Operations within Pharmaceutical or Manufacturing Industry
- Fluent in written and spoken English. Knowledge of Microsoft Office

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.

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

部门
Operations

Business Unit
Production / Manufacturing

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
Temporary (Fixed Term)

Shift Work
No

```
var config = { targetId: "kalturaplayer69cce103c1d66438955829", provider: { widgetId:
"10m7rm1pm", partnerId: "2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause:
false, allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: {},
sources: { options: {}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true,
showSpeedMenu: false }, css : "/modules/custom/arcticnckalturaaddon/css/kalturavideo.css",
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
(KalturaPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(KalturaPlayer.plugins["transcript"]) { config.plugins["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 }; } if (KalturaPlayer.plugins["preventSeek"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (KalturaPlayer.plugins["navigation"]) {
config.plugins.navigation = { position: "right", expandMode: "over", expandOnFirstPlay: false, visible:
false }; } if (KalturaPlayer.plugins["hotspots"]) { config.plugins['playkit-js-hotspots'] = { disable: true }; }
if (KalturaPlayer.plugins["moderation"]) { config.plugins['playkit-js-moderation'] = { disable: true }; } if
(KalturaPlayer.plugins["info"]) { config.plugins['playkit-js-info'] = { disable: true }; } if
(KalturaPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents =
[]; if (KalturaPlayer.plugins["googleAnalytics"]) { 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"}); } catch (e) { console.error(e.message) }
```

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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4. <https://www.novartis.com/about/strategy/people-and-culture>
5. <https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>
6. <mailto:diversity.inclusionslo@novartis.com>
7. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Ljubljana/Skrbnik-osnovnih-podatkov-materialov--m--d----Site-Master-Data-Expert--m-f-d-REQ-10071298-1>
8. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Ljubljana/Skrbnik-osnovnih-podatkov-materialov--m--d----Site-Master-Data-Expert--m-f-d-REQ-10071298-1>