

## Manager nabave (m/ ž /d) / Procurement Manager (m/f/d)

Job ID  
REQ-10073881

3月 16, 2026

Slovenia

### 摘要

#LI-Hybrid

Lokacija / Location: Ljubljana, Slovenia

Interni naziv pozicije / Internal job title: Manager nabave (m/ ž /d) / Procurement Manager (m/f/d)

Stopite v vlogo, kjer vaša znanja nabave in upravljanja pogodb neposredno krepi strateške odločitve na naših lokacijah. Kot zaupanja vreden partner ključnim deležnikom boste oblikovali odnose z dobavitelji, vodili pogajanja in zagotavljali, da vsak dogovor prinaša vrednost, skladnost in dolgoročno zanesljivost. Vaše delo bo ključno pri zagotavljanju materialov in partnerstev, ki omogočajo nemoteno delovanje na naših lokacijah, najoptimalnejše nabavne odločitve ter trajnostno ustvarjanje vrednosti v našem nabavnem okolju.

Step into a role where your expertise in procurement and contract management strengthens strategic decision making across our sites. As a trusted partner to stakeholders, you will shape supplier relationships, steer contract negotiations, and ensure that every engagement delivers value, compliance, and long term reliability. Your work will play a key role in securing the materials and partnerships needed to keep our operations running smoothly, enabling smarter sourcing decisions

and contributing to sustainable value creation across our procurement network.

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:

- Delovanje kot glavni nabavni kontakt za določene lokacije ter zagotavljanje učinkovite komunikacije in sodelovanje.
- Vodenje pogajanj o pogodbah in skrb za skladno ter dosledno uporabo v vseh relevantnih podkategorijah.
- Izvajanje konkurenčnih nabavnih aktivnosti za dobavitelje z namenom povečanja vrednosti in znižanja stroškov.
- Spodbujanje pobud za zniževanje stroškov in podpiranje doseganja letnih ciljev produktivnosti.
- Analiziranje podatkov o porabi, prepoznavanje prihrankov in razvijanje ciljno usmerjene nabavne strategije.
- Upravljanje informacij o dobaviteljih in materialih.
- Upravljanje eskalacij in reševanje kritičnih nabavnih izzivov za zagotavljanje nemotenega delovanja.
- Pripravljanje in predstavljanje nabavnih vpogledov za vodstva lokacij in druge strateške forume.
- Podpiranje izvajanja globalnih in lokalnih nabavnih strategij v dodeljenih poslovnih področjih.
- Gradnja močnih odnosov z deležniki in dobavitelji za dolgoročno učinkovito sodelovanje in ustvarjanje vrednosti.

Va še doprinos k delovnem mestu:

- Univerzitetna izobrazba s področja farmacije, kemije, kemijskega inženirstva ali sorodnega področja ali poslovnih ved.
- Zelo dobro znanje angleškega jezika v pisni in ustni obliki.
- Najmanj tri leta relevantnih izkušenj na področju nabave ali nabavnih procesov.
- Izkušnje z upravljanjem pogodb in sodelovanjem z dobavitelji.
- Sposobnost analize podatkov ter pretvarjanja vpogledov v praktične odločitve.

- Dokazana sposobnost učinkovitega sodelovanja s sodelavci iz različnih funkcij.

Zaželene izkušnje:

- Izkušnje z nabavnimi sistemi ter z analitičnimi ali vizualizacijskimi orodji.
- Izkušnje na področju kategorijskega vodenja, priprave pogodb, pogajanj in analize celotnih stroškov lastništva.

Z izbranim kandidatom bomo sklenili delovno razmerje za nedoločen časposkusno dobo 6 mesecev. Prijavo oddajte z živiljenjepisom 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 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 vključitviNovartis 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 živiljenja pacientov. Ste pripravljeni ustvariti svetlejšo prihodnost skupaj z nami?  
<https://www.novartis.com/about/strategy/people-and-culture>

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Key Responsibilities:

- Act as the primary procurement contact for assigned sites, ensuring seamless communication and collaboration.
- Lead contract negotiations and ensure consistent, compliant application across relevant procurement sub-categories.

- Conduct competitive sourcing activities for Tier 3 suppliers to maximize value and reduce costs.
- Drive cost saving initiatives and support delivery of annual productivity and efficiency targets.
- Analyze spending data to identify savings opportunities and develop actionable procurement strategies.
- Oversee Supplier Information Management and Material Data Governance to maintain accurate supplier records.
- Manage escalations and resolve critical procurement issues to ensure operational continuity.
- Prepare and present procurement insights for site reviews and leadership decision making forums.
- Support implementation of global and local procurement strategies across assigned business areas.
- Build strong relationships with stakeholders and suppliers to enhance collaboration and long term value creation.

#### Essential Requirements:

- University degree in pharmacy, chemistry, chemical engineering or a related field, or in business studies.
  - Strong spoken and written English skills.
  - Minimum three years of relevant procurement or sourcing experience.
  - Experience in contract management and supplier engagement.
  - Ability to analyze data and translate insights into actionable decisions.
  - Proven capability to collaborate effectively with cross functional stakeholders.

#### Desirable Requirements:

- Experience with procurement systems and with data analysis or visualization tools.
- Experience in category management, contract drafting and negotiation, and total cost of ownership analysis.

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: 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  
Procurement

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

```
function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer69b7d09436ef7667579780"); 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 <= 0) var config = { targetId:
"kalturaplayer69b7d09436ef7667579780", 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 } };
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try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof
```

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kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other media. kalturaPlayer.loadMedia({entryId: "1_dgfvmafo"}); 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**

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.

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