

## Tehnik v proizvodnji farmacevtskih učinkovin (m/ž/d)

Job ID  
REQ-10076704

5月 08, 2026

Slovenia

### 摘要

-Shift Lead I -The Shift Leader is responsible for managing his team to carry out the manufacturing operations according to schedule in compliance with HSE and GMP rules. -Process Specialist / Equipment Specialist -Execute assigned manufacturing tasks and activities according to production schedule to enable the timely production of product with the quality and quantity in compliance with the relevant GMP, safety and environmental guidelines. -Documentation Specialist GMP -The Documentation Specialist GMP reviews and consolidate the Batch records after production in order to deliver them to Quality Assurance acc. to set timelines And in right quality. The Documentation Specialist GMP performs entries and verifies transactions/declarations in the ERP system.

### About the Role

Major accountabilities:

Shift Lead I

- Represent production management to the team members and promote Novartis values within the team
- Line responsibility and shift walkthrough
- Engage and motivate the team and delivers strong results with an empowered team

#### Process Specialist

- Participation to the manufacturing processes
- Perform all Equipment Operator Tasks/Responsibilities
- Shift supervision, team coordination planning And support where shift-lead does not exist or when shift lead is absent
- Perform operators on-boarding, training and training status follow-up

#### Equipment Specialist

- Participation to the manufacturing processes
- Perform all Equipment Operator Tasks/Responsibilities -Suggest improvement actions (organization, process, safety, hygiene, etc.) at shop floor

#### Documentation Specialist GMP

- Prepare, print and consolidate the batch documents, labels and handover to production operators within the deadlines set according to the production schedule
- Follow up on updates and versions of documents in production (procedures and logbooks)
- Manage the documents review and approval cycle
- Complete the ERP (SAP) and RFT (right first time) databases, make available and participate in the analysis of trends and performance indicators
- HSE and Quality -Promote and improve the Safety and Quality cultures
- Ensure overall inspection readiness for area of responsibility
- Participate in HSE risk assessments
- KPI and Data Reporting for process teams
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt
- Distribution of marketing samples (where applicable)

#### Key performance indicators:

- Achieve plant KPIs
- Human Resources Performance: Satisfaction survey, execution of Talents and development plans, technical training program in place and executed, training data, attracting and retaining talent, succession plan for Manufacturing team in place and robust.
- Deadlines: compliance with production planning, execution of tasks on time.

#### Minimum Requirements:

#### Work Experience:

- Operations Management and Execution

Skills:

- General HSE Knowledge
- GMP Knowledge

Languages:

- English.

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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

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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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"]) {
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config.plugins.floating = { disable: true }; if (KalturaPlayer.plugins["navigation"]) {
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false }; } if (KalturaPlayer.plugins["hotspots"]) { config.plugins["playkit-js-hotspots"] = { disable: true }; }
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(KalturaPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents =
[]; if (KalturaPlayer.plugins["googleAnalytics"]) { config.plugins.googleTagManager = {};
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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: "1_dgfvmafo"}); } catch (e) { console.error(e.message) }
```

## Accessibility and accommodation

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