

Supply Operations Manager (m/f/d) / Manager nabave tretjih dobaviteljev (m/ ž /d)

Job ID
REQ-10088141

十月 06, 2026

Slovenia

摘要

#LI-Hybrid

Location: Ljubljana, Slovenia

Relocation Support: This role is based in Ljubljana, Slovenia. Novartis is unable to offer relocation support: please only apply if accessible.

Help shape how innovative medicines reach patients around the world. As a Supply Operations Manager, you will play a critical role in orchestrating complex third-party customer supply operations, ensuring seamless execution from order placement through shipment and invoicing. Working across global functions and international stakeholders, you will drive operational excellence, strengthen supply chain processes, and create scalable solutions that enable reliable delivery and business growth. If you thrive in dynamic environments, enjoy connecting people and processes, and are passionate about continuous improvement, this is an opportunity to make a meaningful impact in a highly collaborative global organization.

About the Role

Key Responsibilities:

- Manage the end-to-end operational workflow for third-party customer orders, from purchase order through shipment and invoicing.
- Coordinate cross-functional collaboration to ensure seamless order execution, delivery, and revenue recognition.
- Partner with global teams to enable successful operational implementation.
- Drive alignment across stakeholders by communicating delivery plans and managing changes throughout execution.
- Ensure timely completion of operational activities supporting planned shipments, invoicing, and customer commitments.
- Facilitate effective coordination between supply chain, finance, master data, and site functions to resolve issues proactively.
- Lead process improvement initiatives that strengthen operational efficiency, stability, and robustness.
- Develop and maintain standardized execution checklists and governance practices to support consistent order fulfillment.

Essential Requirements:

- Extensive experience in the pharmaceutical industry with strong knowledge of supply chain, supply planning, and order fulfillment processes.
- Proven ability to lead cross-functional initiatives and coordinate stakeholders across multiple functions to achieve common objectives.
- Strong project management skills with a track record of driving complex activities to successful execution.
- Excellent communication and stakeholder management skills, with the ability to influence and collaborate at all organizational levels.
- Proactive, accountable, and results-oriented mindset with a strong sense of ownership and urgency.
- University degree in Business Administration, Natural Sciences, Pharmacy, or equivalent experience, with 10+ years of relevant pharmaceutical industry experience.

Desirable Requirements:

- Experience collaborating with commercial organizations and external pharmaceutical customers.
- SAP expertise, including key user experience, combined with AI fluency.

We offer **permanent employment** with **6 months** of probation period. Submit your application with the CV in Slovenian and English language.

Rewards:

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role:

32.060,00 - 59.540,00 EUR

The salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

In addition to your base salary, you will be eligible for benefits listed below:

- **Annual bonus for all employees:** 12% of annual base salary.
- **Holiday allowance:** In 2025 it amounted to € 2,496 (net). For 2026 it amounts to € 2,678.28 (net).
- **Yearly performance-based bonus:** In 2025 it amounted to € 2,538.64 (gross), including the winter allowance.
- **Voluntary supplementary pension insurance:** Novartis in Slovenia provides voluntary supplementary pension insurance (5.844% of gross salary, capped annually at € 3.224,18).
- **Insurance: Additional accident insurance:** During employment at Novartis, the employee is insured 24/7 in the event of death or disability resulting from an accident. **Specialist insurance:** Group health insurance providing faster access to specialist healthcare services at Triglav Health Insurance Company d.d. for you and your family members.
- **Care Connect:** A program offering confidential, personalized support for mental health and well-being through therapy, counselling, tools, and more.
- Other benefits in accordance with legislation and collective agreements: **Transportation, meal allowance, and other supplements.**

Read our [brochure](#) to learn more about our global total rewards offering: <https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

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.

Slovenian translation:

Pomagajte oblikovati naš in, kako inovativna zdravila dosežejo paciente po vsem svetu. **K**ot **M**anager nabave tretjih dobaviteljev boste imeli ključno vlogo pri usklajevanju kompleksnih dobavnih procesov za tretjih dobaviteljev, pri čemer boste skrbeli za nemoteno izvedbo vseh aktivnosti od oddaje naročila do odpreme in fakturiranja. V sodelovanju z globalnimi funkcijami in mednarodnimi deležniki boste spodbujali operativno odličnost, krepili procese v dobavni verigi ter razvijali trajnostne rešitve, ki zagotavljajo zanesljivo dobavo in podpirajo rast poslovanja. Če vas navdušujejo dinamika okolja, povezovanje ljudi in procesov ter nenehno izboljševanje naših inovativnih del, je to priložnost, da ustvarite pomemben vpliv v visoko sodelovalnem globalnem okolju.

- Upravljanje celotnega operativnega procesa za naročila tretjih dobaviteljev, od prejema naročila do odpreme in fakturiranja.
 - Koordiniranje sodelovanja med različnimi funkcijami za zagotavljanje nemotene izvedbe naročil, dobav in priznavanja prihodkov.
 - Sodelovanje z globalnimi ekipami pri uspešni vzpostavitvi in izvedbi novih operativnih modelov.
 - Zagotavljanje usklajenosti med deležniki z jasno komunikacijo naših dobav ter učinkovitim upravljanjem sprememb med izvedbo.
 - Spremljanje in zagotavljanje pravočasne izvedbe aktivnosti, povezanih z našimi dobavami po šilkami, fakturiranjem in izpolnjevanjem zavez do strank.
 - Povezovanje ekip s področij dobavne verige, financ, upravljanja naših podatkov in proizvodnih lokacij za proaktivno reševanje izzivov.
 - Vodenje pobud za izboljšavo procesov z namenom povečanja učinkovitosti, stabilnosti in robustnosti operativnega delovanja.
 - Razvoj in vzdrževanje standardiziranih kontrolnih seznamov ter procesov upravljanja za zagotavljanje doslednega in učinkovitega izpolnjevanja naročil.
-
- Obsežne izkušnje v farmacevtski industriji ter dobro poznavanje procesov dobavne verige, planiranja oskrbe in izpolnjevanja naročil.
 - Dokazane sposobnosti vodenja medfunkcijskih pobud ter usklajevanja deležnikov iz različnih področij za doseganje skupnih ciljev.
 - Močne veščine projektnega vodenja z uspešnimi izkušnjami pri izvedbi kompleksnih aktivnosti.
 - Odlične komunikacijske sposobnosti in sposobnosti upravljanja deležnikov, vključno z učinkovitim sodelovanjem in vplivanjem na različnih ravneh organizacije.
 - Proaktiven, odgovoren in v rezultate usmerjen pristop z izrazitim občutkom lastništva in osredotočenostjo na pravočasno izvedbo.
 - Univerzitetna izobrazba s področja poslovnih ved, naravoslovja, farmacije ali primerljive izkušnje ter več kot 10 let ustreznih izkušenj v farmacevtski industriji.

- Izkušnje sodelovanja s komercialnimi organizacijami in zunanjimi farmacevtskimi strankami.
- Dobro poznavanje sistema SAP, vključno z izkušnjami ključnega uporabnika, ter visoka stopnja AI pismenosti.

Z izbranim kandidatom bomo sklenili delov

no razmerje za **nedolgo čen** časposkusno dobo **6 mesecev**

. Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

Nagrajevanje:

V Novartisu smo zavezani k soustvarjanju prihodnosti medicine ter priznavanju in nagrajevanju ljudi, ki to omogočajo.

Pričakovani letni osnovni razpon plače za delovno mesto:

32.060,00 - 59.540,00 EUR

Osnovna plača se določa na podlagi vnaprej opredeljenih in transparentnih kriterijev, kot so relevantne veščine, kompetence in izkušnje, ne glede na spol, ter v skladu z Novartisovo politiko določanja plač.

Po zaposlitvi v Novartisu se plača periodično pregleda v skladu z internimi akti in postopki.

Plačena enakost je temeljno načelo naše kadrovske politike in odražana naša zaveza k ustvarjanju raznolikega, pravičnega in vključujočega okolja, ki vse zaposlene obravnava dostojanstveno in spoštljivo, kot je opredeljeno v našem Kodeksu etike.

Poleg osnovne letne bruto plače so zaposleni upravičeni tudi do spodaj navedenih ugodnosti:

- **Letni bonus**, ki pripada vsakemu zaposlenemu: 12% letne plače.
- **Regres za dopust**: Leta 2025 je znašal 2.496 € (neto). Za leto 2026 znašal 2.678,28 € (neto).
- **Nagrada za poslovno uspešnost**: Leta 2025 je znašala 2.538,64 € (bruto), skupaj z zimskim regresom.
- **Prostovoljno dodatno pokojninsko zavarovanje**: Novartis v Sloveniji zagotavlja prostovoljno dodatno pokojninsko zavarovanje (5,844 % bruto izplačila, letno omejeno na 3.224,18 €).
- **Zavarovanje**:
Dodatno nezgodno zavarovanje:
 V času zaposlitve pri Novartisu je zaposleni 24/7 zavarovan za primer smrti ali invalidnosti, ki bi bila posledica nezgode.
Zavarovanje - Specialisti: Kolektivno zdravstveno zavarovanje, ki omogoča hitrejši dostop do specialističnih zdravstvenih storitev pri Zavarovalnici Triglav d.d. za vas in vaše družinske člane.

- **Care Connect:** Program, ki ponuja zaupno, osebno podporo za vašo osebnostno zdravje in dobro počutje s pomočjo terapij, svetovanj, orodij in še mnogo več.
- Ostale ugodnosti v skladu z zakonom in kolektivno pogodbo: **Prevoz, prehrana ter ostali dodatki.**

Preberite brošuro in izvedite več o našem sistemu nagrajevanja

<https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>

Opomba: Ugodnosti se lahko razlikujejo glede na državo ter so skladni z lokalno zakonodajo, vključno z določili kolektivnih pogodb. Celovit pregled vašega paketa prejemkov, vključno z morebitnimi relevantnimi določbami kolektivne pogodbe, ki veljajo za vašo delovno mesto glede na lokacijo zaposlitve in delodajalca Novartis, vam bo posredovan v okviru nadaljnjih korakov zaposlitvenega postopka.

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 Novartis 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>

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 \(PDF 30 MB\)](#)

Primary location salary range
€ 32,060.00 - € 59,540.00

部门
Operations

Business Unit
Finance

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
Regul ä r

Shift Work
No

```
var kPlayer = KalturaPlayer55802022 || KalturaPlayer; var config = { targetId:
"kalturaplayer6ac72c46da9b6457559432", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false, muted: false, loop:
false }, sources: { options: {}, startTime: 0 }, disableUserCache: "true", plugins: {}, sources: { options:
{}}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu:
false }, components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets:
['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
kPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
(kPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(kPlayer.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 (kPlayer.plugins["preventSeek"]) {  
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }  
config.plugins.floating = { disable: true }; if (kPlayer.plugins["navigation"]) { config.plugins.navigation =  
{ position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; } if  
(kPlayer.plugins["hotspots"]) { config.plugins['playkit-js-hotspots'] = { disable: true }; } if  
(kPlayer.plugins["moderation"]) { config.plugins['playkit-js-moderation'] = { disable: true }; } if  
(kPlayer.plugins["info"]) { config.plugins['playkit-js-info'] = { disable: true }; } if  
(kPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents = []; if  
(kPlayer.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 } }; }
```

```
// Ensure the global player registry array always exists, regardless of embed type.  
window.kalturaPlayerVideos = window.kalturaPlayerVideos || []; try { var thumbEmbedPromise =  
thumbEmbed({config, mediaInfo: {entryId: "1dgfvmafo"}}); // thumbEmbed() returns a  
Promise that resolves with the player instance // when the user clicks the thumbnail. Use .then() to  
capture the player directly. thumbEmbedPromise .then(function(player) {  
window.kalturaPlayerVideos.push(player); // Notify kaltura_datalayer.js that a new player is ready so  
it can // attach custom event listeners immediately, regardless of when // the user clicked the  
thumbnail relative to page load. document.dispatchEvent(new CustomEvent('kalturaPlayerReady', {  
detail: { player: player } })); }) .catch(function(error) { console.error(error); }); } catch (e) {  
console.error(e.message) }
```

Job ID
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7. <https://novartis.wd3.myworkdayjobs.com/de-DE/NovartisCareers/job/Ljubljana/Supply-Operations-Manager--m-f-d---Manager-nabave-tretjih-dobaviteljev--m--d-REQ-10088141>
8. <https://novartis.wd3.myworkdayjobs.com/de-DE/NovartisCareers/job/Ljubljana/Supply-Operations-Manager--m-f-d---Manager-nabave-tretjih-dobaviteljev--m--d-REQ-10088141>