

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

Job ID  
REQ-10076704  
май 08, 2026  
Словения

### Сводка

-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.

**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 \(PDF 30 MB\)](#)

Дивизион

Operations

Business Unit

Production / Manufacturing

Место

Словения

Сайт

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

## 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.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@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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2. [https://www.novartis.com/sites/novartis\\_com/files/novartis-life-handbook.pdf](https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf)

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