

# Koordinator sprememb potiskane ovojnine (m/ž/d) / Artwork Change Coordinator (m/f/d)

Job ID  
REQ-10079819  
Юн. 18, 2026  
Словения

## Сводка

#LI-Hybrid  
Lokacija: Ljubljana, Slovenija

Ste pripravljeni prevzeti ključno vlogo pri zagotavljanju skladnosti in kakovosti embalaže? Kot Koordinator sprememb potiskane ovojnine (m/ž/d) boste odgovorni za procese, ki podpirajo proizvodne lokacije pri vodenju in izvajanju projektov na področju potiskane ovojnine. Vaša naloga bo zagotoviti strokovno znanje, učinkovito koordinacijo in jasno komunikacijo z različnimi deležniki, ob visoki osredotočenosti na kupce. S svojim delom boste prispevali k skladni pripravi in implementaciji potiskane ovojnine, skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji. Vloga vključuje delo v dinamičnem okolju, kjer so potrebni visoka prilagodljivost, učinkovito upravljanje prioritete ter usklajevanje aktivnosti med različnimi funkcijami in trgi. Če iščete dinamično okolje, kjer se natančnost prepleta z globalnim vplivom, je to priložnost za vas.

Are you ready to take on a key role in ensuring packaging compliance and quality? As a Artwork Change Coordinator (m/f/d), you will be responsible for processes that support manufacturing sites in managing and executing projects related to artworks. Your mission will be to provide expert knowledge, effective coordination, and clear communication with various stakeholders, while maintaining a strong customer focus. Through your work, you will contribute to the compliant artwork creation and implementation in line with legislation, internal guidelines, best practices, and business objectives. The role involves working in a dynamic environment that requires a high level of adaptability, effective priority management, and coordination of activities across different functions and markets. If you are looking for a dynamic environment where precision meets global impact, this is the opportunity for you.

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

### Vaše ključne odgovornosti:

- Upravljanje celotnega procesa potiskane ovojnine od zahtevka do potrjene specifikacije.
- Koordinacija projektov sprememb potiskane ovojnine (tekstovne, tehnične, odprodaje) v skladu z internimi standardi, ob upoštevanju časovnic, prioritete in zahtev različnih trgov.
- Določanje prioritete za pravočasno dobavo potiskane ovojnine proizvodnim lokacijam.
- Zagotavljanje skladnosti z Good Manufacturing Practice (GMP), zakonodajo in internimi predpisi ter upravljanje sprememb.
- Komunikacija in usklajevanje z globalnimi dobavitelji ter deležniki na proizvodnih lokacijah.
- Prepoznavanje tveganj, odstopanj in ozkih grl ter proaktivno usklajevanje ustreznih rešitev.
- Proaktivno poročanje o odstopih in izvajanje korektivnih ter preventivnih ukrepov.
- Implementacija stalnih izboljšav procesov za operativno odličnost in večjo produktivnost.

### Vaš doprinos k delovnem mestu:

- Visokošolska stopnja izobrazbe naravoslovno-tehnične, ekonomske ali druge ustrezne družboslovne smeri.
- Aktivno znanje angleškega jezika.
- Poznavanje orodja Microsoft Office
- Zaželeno izkušnje s področja dela s potiskano ovojnino v farmacevtskem ali proizvodnem podjetju.
- Močne komunikacijske in organizacijske sposobnosti ter sposobnost določanja prioritete.
- Visoka stopnja natančnosti, samostojnosti, proaktivnosti in sposobnosti dela v kompleksnem, hitro spreminjajočem se okolju.

### Zaželene izkušnje:

- Izkazani interes in osnovne izkušnje s področja IT in računalniškega programiranja.
- Afiniteta do digitalnih orodij, sistemov za upravljanje sprememb ter optimizacije procesov.

Z izbranim kandidatom bomo sklenili delovno razmerje za **določen čas 1**

**leta** s poskusno dobo **6 mesecev**. Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

**Ugodnosti in nagrajevanje:** Konkurenčen 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 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 vključenosti:** 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 svetlejši prihodnost skupaj z nami? <https://www.novartis.com/about/strategy/people-and-culture>

**Key Responsibilities:**

- Manage the entire artwork process from request to approved specification.
- Coordinate artwork change projects (textual, technical, phase-out) in accordance with internal standards while taking timelines, priorities, and the requirements of different markets into account.
- Set priorities to ensure timely delivery of high-quality artworks to manufacturing sites.
- Ensure compliance with Good Manufacturing Practice (GMP), legislation, and internal guidelines, including change management.
- Communicate and align with global suppliers and stakeholders at manufacturing sites.
- Identifying risks, deviations, and bottlenecks, and proactively coordinating appropriate solutions.
- Proactively report deviations and implement corrective and preventive actions.
- Drive continuous process improvements to achieve operational excellence and higher productivity.

**Essential Requirements:**

- University degree in natural sciences, technical, economic, or other relevant social sciences.
- Active knowledge of English language (written and spoken).
- Proficiency in Microsoft Office tools.
- Preferred experience with printed packaging in a pharmaceutical or manufacturing environment.
- Strong communication and organizational skills with the ability to set priorities.
- A high level of accuracy, independence, proactivity, and the ability to work in a complex, fast-changing environment.

**Desirable Requirements:**

- Demonstrated interest and basic experience in IT and computer programming.
- Affinity for digital tools, change management systems, and continuous process improvement.

We offer **temporary employment for 1 year 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 \(PDF 30 MB\)](#)

Primary location salary range

€20,650.00 - €38,350.00

Дивизион

Operations

Business Unit

Product Supply Chain

Место

Словения

Сайт

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

## 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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7. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Ljubljana/Koordinator-sprememb-potiskane-ovojnine--m--d----Artwork-Change-Coordinator--m-f-d\\_REQ-10079819-1](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Ljubljana/Koordinator-sprememb-potiskane-ovojnine--m--d----Artwork-Change-Coordinator--m-f-d_REQ-10079819-1)