NOVARTIS

Ekspert za oskrbo zdravil (m/ž/d) / Expert Drug Supply (m/f/d)

Job ID
REQ-10085969
авг 24, 2026
Словения

Сводка

Pred nami so v Novartisu vznemirljivi časi. Z veseljem napovedujemo vzpostavitev novega obrata za klinično proizvodnjo v Sloveniji, namenjenega pospeševanju razvoja inovativnih zdravil za bolnike po vsem svetu. Sodoben obrat na Biocampusu Mengeš ponuja izjemne priložnosti za sodelovanje, inovacije in vpliv.

Trenutno iščemo zavzete in usposobljene strokovnjake, ki se bodo pridružili proizvodni ekipi.

Kot del ekipe Kliničnih proizvodnih operacij, Materialno poslovanje in upravljanje vzorcev boste delovali kot strokovnjak za področje upravljanja materialov ter zagotavljali GMP-skladne, pravočasne in sledljive materialne tokove v klinični proizvodnji.

Vloga je odgovorna za razpoložljivost materialov, nadzor zalog, skladiščne aktivnosti, sledljivost v sistemu SAP ter skladnost procesov od prejema materiala, skladiščenja in oskrbe proizvodnje do umika materiala.

Postanite del dinamične ekipe, ki soustvarja prihodnost medicine in prinaša upanje bolnikom, ki ga najbolj potrebujejo. Pridružite se nam pri oblikovanju prihodnosti zdravstva in ustvarjanju pomembne razlike v življenjih bolnikov po svetu.

_____

Exciting times are ahead at Novartis! We are thrilled to announce the establishing of new clinical manufacturing facility in Slovenia, dedicated to accelerating the creation of innovative medicines for patients around the globe. This cutting-edge facility, located at Biocampus Mengeš, offers unparalleled opportunities for collaboration, innovation, and impact.

We are currently looking to hire passionate and skilled specialists in the production team.

As part of the Clinical Manufacturing Operations, Material&Sample management team, you will act as the subject matter expert for Material Management, ensuring GMP-compliant, timely and traceable material flow across Clinical Manufacturing.

The role is responsible for material availability, inventory control, warehouse operations, SAP traceability and process compliance from material receipt through storage, supply to production and material withdrawal.

Be part of a dynamic team that is reimagining medicine and delivering hope to those who need it most. Join us in shaping the future of healthcare and making a meaningful difference in the lives of patients worldwide. We look forward to welcoming you to our team!

Location: Menges, Slovenia
#LI-Hybrid

About the Role

Ključne odgovornosti

Upravljanje materialov in podpora proizvodnji

- Zagotavljanje stalne razpoložljivosti materialov, potrebnih za klinično proizvodnjo.
- Upravljanje planiranja materialov, dopolnjevanja zalog, ravni zalog in varnostnih zalog.
- Koordinacija oskrbe z materiali za DS, DP in laboratorijske aktivnosti.
- Podpora prenosom produktov in materialov med proizvodnimi in skladiščnimi območji.

Skladiščenje in upravljanje zalog

- Izvajanje prejema materialov, preverjanja dokumentacije in statusa sproščenosti.
- Zagotavljanje ustreznega skladiščenja, rokovanja in sledljivosti SAP in ne-SAP materialov.
- Vzdrževanje točnih evidenc zalog in premikov materialov v SAP S/4HANA.
- Uporaba načel FIFO, FEFO in KANBAN ter proaktivno upravljanje tveganj, povezanih z materiali.

Kakovost in skladnost

- Zagotavljanje skladnosti z GMP zahtevami, internimi postopki in standardi integritete podatkov.
- Upravljanje neskladnih, poškodovanih, pretečenih ali zavrnjenih materialov.
- Podpora odstopom, preiskavam, CAPA ukrepom in reklamacijam materialov.
- Delovanje kot strokovnjak za upravljanje materialov med presojami in inšpekcijami.

Lastništvo procesov in izboljšave

- Lastništvo in stalno izboljševanje procesov upravljanja materialov.

- Spodbujanje iniciativ digitalizacije, avtomatizacije in operativne odličnosti.
- Priprava postopkov, delovnih navodil in učnih gradiv.
- Nudenje strokovne podpore in mentorstva operaterjem ter članom ekipe.

Kaj prinašate v vlogo

Tehnično znanje in izkušnje

- Dobro poznavanje GMP zahtev, povezanih s prejemom, skladiščenjem, sledljivostjo in upravljanjem zalog materialov.
- Izkušnje na področju upravljanja materialov, skladiščnih operacij, oskrbovalne verige ali podpore proizvodnji v reguliranem okolju.
- Praktične izkušnje s SAP S/4HANA in skladiščnimi procesi, vključno s prejemom blaga, prenosi zalog, skladiščnimi nalogami, upravljanjem materialov in serij ter spremljanjem statusa zalog.
- Razumevanje upravljanja SAP in ne-SAP materialov, KANBAN sistema in konceptov varnostnih zalog.
- Poznavanje načel upravljanja zalog, vključno s FIFO, FEFO, usklajevanjem zalog in upravljanjem rokov uporabnosti.
- Izkušnje z ravnanjem s surovinami, potrošnim materialom, ovojnino, kemikalijami in reagenti.
- Izkušnje s podporo pri odstopih, CAPA ukrepih, preiskavah in upravljanju neskladnosti.
- Sposobnost prepoznavanja tveganj, analize podatkov in uvajanja trajnostnih izboljšav procesov.

Zaželene zahteve

- Univerzitetna izobrazba s področja farmacije, biokemije, biotehnologije, kemije, mikrobiologije ali primerljive smeri.
- Ustrezne strokovne izkušnje v farmacevtski industriji, idealno na področju tehničnega razvoja, proizvodnje ali oskrbovalne verige.
- Izkušnje na področju upravljanja materialov, skladiščenja, logistike in/ali oskrbovalne verige.

Z izbranim kandidatom bomo sklenili delovno razmerje za nedoločen čas s poskusno dobo**6 mesecev.** Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

Key Responsibilities

Material Management & Production Support

- Ensure continuous availability of materials required for clinical manufacturing.
- Manage material planning, replenishment, inventory levels and safety stock.
- Coordinate material supply to DS, DP and laboratory operations.
- Support product and material transfers between production and warehouse areas.

Warehouse & Inventory Management

- Perform material receipt, verification and release-status checks.
- Ensure proper storage, handling and traceability of SAP and non-SAP materials.
- Maintain accurate inventory records and material movements in SAP S/4HANA.
- Apply FIFO, FEFO and KANBAN principles and proactively manage material risks.

Quality & Compliance

- Ensure compliance with GMP requirements, internal procedures and data integrity standards.
- Manage non-conforming, damaged, expired or rejected materials.
- Support deviations, investigations, CAPAs and material complaints.
- Act as SME for material management during audits and inspections.

Process Ownership & Improvement

- Own and continuously improve Material Management processes.
- Drive digitalization, automation and operational excellence initiatives.
- Develop procedures, work instructions and training materials.
- Provide technical guidance and mentoring to operators and team members.

What You'll Bring to the Role

Technical Knowledge & Experience

- Strong GMP knowledge related to material receipt, storage, traceability and inventory management.
- Experience in Material Management, Warehouse Operations, Supply Chain or Manufacturing Support within a regulated environment.
- Hands-on experience with SAP S/4HANA and Warehouse Management processes, including:
  - Goods receipt and stock transfers
  - Warehouse Tasks
  - Material and batch management
  - Inventory control and stock status monitoring
  - Material release-status verification
- Understanding of SAP and non-SAP material management, KANBAN and safety-stock concepts.
- Knowledge of inventory management principles including FIFO, FEFO, stock reconciliation and expiry-date management.
- Experience handling raw materials, consumables, packaging materials, chemicals and reagents.
- Experience supporting deviations, CAPAs, investigations and non-conformance management.
- Ability to identify risks, analyze data and implement sustainable process improvements.

Desirable requirements

- University Degree in Pharmacy, Biochemistry, Biotechnology, Chemistry, Microbiology or equivalent
- Relevant professional **experience in pharmaceutical industry**, ideally in Technical Development, Manufacturing or Supply Chain

- Experience in material management, warehouse, logistics and/or supply chain

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

Benefits & 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: 27,160.00 to 50,440.00 EUR Annual

The base 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. In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters. The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

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

- Annual bonus for all employees: 10% 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 €3,054.65).
- 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/novartis_com/files/novartis-life-handbook.pdf

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 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Dostop in prilagoditve V Novartisu si prizadevamo k vključenosti oseb z invalidnostjo in zagotavljanju ustreznih prilagoditev delovnega okolja posameznikom z omejitvami. V kolikor zaradi bolezni ali invalidnosti potrebujete ustrezne prilagoditve v kateremkoli delu selekcijskega procesa oziroma potrebujete prilagoditve pri izvajanju osnovnih nalog na delovnem mestu, nam pišite na naslov diversity.inclusion_slo@novartis.com

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
€27,160.00 - €50,440.00
Дивизион
Development
Business Unit
Development
Место
Словения
Сайт
Mengeš
Company / Legal Entity
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.
Functional Area
Research & Development
Job Type
Full time
Employment Type
Regular
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 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Job ID
REQ-10085969

Ekspert za oskrbo zdravil (m/ž/d) / Expert Drug Supply (m/f/d)

Apply to Job
Job ID
REQ-10085969

Ekspert za oskrbo zdravil (m/ž/d) / Expert Drug Supply (m/f/d)

Apply to Job

Source URL: *https://www.novartis.ru/careers/career-search/job/details/req-10085969-ekspert-za-oskrbo-zdravil-mzd-expert-drug-supply-mfd*

List of links present in page

1. https://www.novartis.com/careers/benefits-rewards
2. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
3. https://www.novartis.com/about/strategy/people-and-culture
4. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
5. mailto:diversity.inclusion_slo@novartis.com
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Menge/Ekspert-za-oskrbo-zdravil--m--d----Expert-Drug-Supply--m-f-d-_REQ-10085969
7. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Menge/Ekspert-za-oskrbo-zdravil--m--d----Expert-Drug-Supply--m-f-d-_REQ-10085969