

Ekspert upravljanja naročil in logistike (m/ž/d) / Order & Logistics Manager (m/f/d)

Job ID
REQ-10088000
Сен. 24, 2026
Словения

Сводка

#LI-Hybrid
Primary location: Ljubljana, Slovenia
Other possible location: Slovenj Gradec, Slovenia

V tej vlogi boste skrbeli za nemoten potek naročil in usklajevali dobavo izdelkov med proizvodnimi lokacijami, dobavitelji, logističnimi partnerji in kupci. Vsak dan boste povezovali različne ekipe, reševali operativne izzive ter usklajevali aktivnosti, povezane z logistiko, transportom in oskrbovalno verigo. S svojim delom boste pomagali zagotavljati zanesljivo oskrbo kupcev ter prispevali k učinkovitemu in nemotenemu delovanju globalne oskrbovalne mreže.

In this role, you will coordinate complex orders and global material flows between production sites, suppliers, logistics partners, and customers. By connecting teams, resolving issues, and managing logistics, warehousing, international trade, quality, cost, and compliance requirements, you will help deliver an excellent customer experience and drive operational excellence across the supply chain.

About the Role

Vaše ključne odgovornosti:

- Skrb za nemoten potek naročil od prejema naročila do dostave kupcu.
- Priprava in urejanje dokumentacije, potrebne za izvedbo naročil in pošilk.
- Usklajevanje transportov in premikov izdelkov med proizvodnimi lokacijami, skladišči in kupci.
- Obravnava vračil, dobropisov in drugih logističnih postopkov v skladu z dogovorjenimi procesi.
- Spremljanje naročil ter zagotavljanje pravočasne obdelave in dostave.
- Reševanje operativnih izzivov ter usklajevanje aktivnosti med različnimi deležniki.
- Tesno sodelovanje z dobavitelji, logističnimi partnerji, kupci in internimi ekipami.
- Zagotavljanje, da transport in logistični procesi potekajo v skladu z regulatornimi in kakovostnimi zahtevami.
- Spremljanje dela zunanjih izvajalcev ter sodelovanje pri uvajanju izboljšav.
- Priprava poročil, analiza odstopanj in iskanje priložnosti za optimizacijo procesov.

Vaš doprinos k delovnem mestu:

- Zaključena višješolska ali visokošolska izobrazba.
- Najmanj tri leta izkušenj na področju oskrbovalne verige, logistike, upravljanja dobaviteljev ali podpore strankam.
- Izkušnje z organizacijo in koordinacijo transporta ter premiki materiala v oskrbovalni verigi.
- Tekoče znanje angleškega jezika, tako pisno kot ustno.
- Dobro poznavanje logističnih procesov ter strukturiran in procesno usmerjen način dela.
- Razvite analitične sposobnosti ter veščine reševanja problemov in sprejemanja odločitev.
- Odlične komunikacijske sposobnosti ter sposobnost učinkovitega sodelovanja z različnimi deležniki.
- Proaktiven pristop, usmerjenost k iskanju rešitev, doseganju rezultatov in odlični uporabniški izkušnji.

Zaželene izkušnje

- Izkušnje z uporabo sistema SAP.

Ponujamo

Z izbranim kandidatom bomo sklenili delovno razmerje z **nedoločen čas, s 6-mesečno poskusno dobo**.

Ugodnosti in nagrajevanje:

V Novartis smo predani soustvarjanju medicine in nagrajevanju ljudi, ki to omogočajo.

Pričakovani razpon plače za to delovno mesto:

27.510,00 EUR - 51.090,00 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.

Poleg osnovne plače ste lahko upravičeni tudi do kratkoročnega bonusa, ki je odvisen od določenih meril uspešnosti.

Ugodnosti zaposlitve v Novartisu vključujejo več kot le osnovno plačo in variabilno nagrajevanje. Zaposlenim nudimo nabor konkurenčnih ugodnosti, ki podpirajo strokovni in osebni razvoj, vključno s programi zavarovanj, pokojninsko shemo, aktivnostmi za dobro počutje ter programe za prepoznavanje dosežkov zaposlenih v skladu z internimi akti delodajalca. Kjer narava dela dopušča, omogočamo tudi prilagodljive in hibridne oblike dela ter najmanj 14 tednov plačanega starševskega dopusta.

Pravično plačilo je temeljno načelo naše zaposlitvene politike in odraža našo zavezanost ustvarjanju raznoličnega, pravičnega in vključujočega okolja, ki vse zaposlene obravnava z dostojanstvom in spoštovanjem, kot je določeno v našem Etičnem kodeksu.

Za več informacij o nagrajevanju si oglejte našo globalno brošuro: https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Opomba: Ugodnosti in nadomestila se lahko razlikujejo glede na državo in so predmet lokalnih zakonskih zahtev, vključno z določbami kolektivnih pogodb, kjer je to ustrezno. Celoten pregled vašega paketa ugodnosti, vključno z vsemi ustreznimi podrobnostmi kolektivnih pogodb, ki veljajo za vašo delovno mesto glede na lokacijo zaposlitve in pravno osebo Novartis, bo posredovano ločeno med postopkom prijave.

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 svetlejšo prihodnost skupaj z nami? <https://www.novartis.com/about/strategy/people-and-culture>

Key Responsibilities

- Manage order transactions from creation through delivery, ensuring accurate and up-to-date information.
- Prepare required shipping documents, invoices, approvals, and letters of credit.
- Coordinate global material flows, including direct shipments and deliveries through distribution hubs.
- Manage returns, write-offs, rebates, credit notes, and debit notes within required financial timelines.
- Prioritize deliveries and process confirmations and system bookings for manually placed orders.
- Serve as the main contact for customer, site, and shipment-related escalations.
- Collaborate with customers, suppliers, logistics providers, and internal teams to resolve issues quickly.
- Ensure material movements meet quality, regulatory, international trade, and Good Manufacturing Practice requirements.
- Monitor provider performance, address service or quality issues, and ensure agreed corrective actions are implemented.
- Prepare performance reports, analyse root causes, control costs, and support continuous process improvement.

Essential Requirements

- Higher education degree.
- At least three years of experience in supply chain, customer service, vendor management, and logistics.
- Experience coordinating freight forwarding and material movement within the supply chain.
- Fluent written and spoken English.
- Strong logistics knowledge and a structured, process-oriented approach.
- Strong analytical, problem-solving, and critical-thinking skills.
- Confident communicator who collaborates effectively and influences stakeholders across functions.

- Proactive, customer-focused approach with a commitment to practical solutions, results, and timely delivery.

Desirable Requirement

- Experience using SAP.

We are offering a **permanent contract, with 6-months probation period.**

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: **27.510,00 EUR - 51.090,00 EUR**

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.

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.

Read our brochure to learn more about our global total rewards offering:

https://www.novartis.com/sites/novartis_com/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.

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
€27,510.00 - €51,090.00

Дивизион

Operations
Business Unit
Product Supply Chain
Место
Словения
Сайт
Ljubljana
Company / Legal Entity
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.
Alternative Location 1
Slovenj Gradec, Словения
Functional Area
Technical Operations
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.

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