

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

Job ID
REQ-10088687
Окт. 09, 2026
Словения

Сводка

#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.

Vas veseli sodelovanje z dobavitelji in skrb za to, da zdravila pravočasno pridejo do pacientov? Kot Manager nabave tretjih dobaviteljev (m/ž/d) boste imeli pomembno vlogo pri usklajevanju potreb trga, dobave in aktivnosti v naši mreži zunanjih proizvodnih partnerjev. V tesnem sodelovanju z dobavitelji ter sodelavci različnih funkcij boste skrbeli za planiranje dobave, upravljanje naročil, optimizacijo zalog in uvajanje izboljšav, ki prispevajo k zanesljivi razpoložljivosti izdelkov ter visoki ravni storitev za stranke. Vaše delo bo neposredno vplivalo na uspešnost poslovanja in hkrati pomagalo zagotavljati dostop do inovativnih zdravil pacientom po vsem svetu.

Are you passionate about building strong supplier partnerships and ensuring medicines reach patients on time? As a Supply Operations Manager, you will play a key role in connecting demand, supply, and execution across our external manufacturing network. Working closely with suppliers and cross-functional teams, you will drive supply planning, order fulfilment, inventory optimization, and continuous improvement initiatives that directly support reliable product availability and exceptional customer service. Your work will have a tangible impact on operational performance while helping bring innovative medicines to patients around the world.

About the Role

Vaše ključne odgovornosti

- Upravljanje aktivnosti izpolnjevanja naročil za izdelke, ki jih proizvajajo naši zunanji dobavitelji.
- Skrb za pravočasno dobavo izdelkov z usklajevanjem naročil, logističnih aktivnosti in sodelovanjem z zunanjimi partnerji.
- Vodenje rednih usklajevanj z dobavitelji za zagotavljanje usklajene dobave, razpoložljivosti izdelkov in doseganje poslovnih ciljev.
- Vzpostavljane in ohranjanje dolgoročnih partnerskih odnosov s pogodbenimi proizvajalci ter iskanje priložnosti za izboljšave.
- Spremljanje ključnih kazalnikov uspešnosti, analiza vzrokov za odstopanja ter priprava in izvajanje korektivnih ukrepov.
- Analiza zalog in priprava ukrepov za izboljšanje razpoložljivosti izdelkov, obračanja zalog in operativne učinkovitosti.
- Priprava in usklajevanje optimalnih dobavnih planov ob upoštevanju potreb trga, zmogljivosti dobaviteljev, zalog in stroškov.
- Sodelovanje pri uvajanju novih izdelkov, spremembah ovojnin, širitvah portfelja ter drugih projektih, povezanih z oskrbo trga.

Vaš doprinos k delovnemu mestu

- Najmanj visokošolska stopnja izobrazbe naravoslovno-tehnične ali ekonomsko-družboslovne smeri.
- Najmanj 3 leta izkušenj na področju nabave, planiranja dobave, logistike ali upravljanja dobavne verige; kandidati z obsežnejšimi operativnimi izkušnjami bodo v tej vlogi še posebej uspešni.
- Dobro poznavanje nabavnih, logističnih, dobavnih procesov ter procesov upravljanja naročil.
- Izkušnje z delom v okolju dobre proizvodne prakse (Good Manufacturing Practice).
- Dobro poznavanje farmacevtskih operacij, procesov dobavne verige in upravljanja materialov.
- Izkušnje z uporabo sistema SAP ter napredno znanje programov Microsoft Office, zlasti Excel.
- Odlične komunikacijske sposobnosti ter sposobnost učinkovitega sodelovanja z notranjimi in zunanjimi deležniki.
- Aktivno znanje angleškega jezika v pisni in govorni komunikaciji.

Z izbranim kandidatom bomo sklenili delovno razmerje za **določen čas enega leta**. Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

Nagrajevanje:

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

Pričakovani letni osnovni razpon plače za delovno mesto: **32.060 – 59.540 €**

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.

Plačna enakost je temeljno načelo naše kadrovske politike in odraža našo zavezo 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 znaša 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 3.054,65 €).
- **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 vaše duševno 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/novartis_com/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 vključenosti: Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

Key Responsibilities

- Manage order fulfilment activities for products manufactured by external suppliers within the Supplier Relationship Team.
- Coordinate product shipments and logistics activities with freight forwarders to ensure timely product delivery.
- Lead Sales and Operations Planning meetings with suppliers to align supply, demand, and operational priorities.
- Build and maintain strong partnerships with contract manufacturing organizations to drive supply performance improvements.
- Monitor supply and business performance indicators, conduct root cause analyses, and implement corrective actions.
- Analyse inventory performance and develop actions to improve service levels, inventory turns, and operational efficiency.
- Establish and oversee optimal supply plans balancing customer service, supplier capacity, inventory, and cost objectives.
- Support product launches, packaging changes, line extensions, and divestments by coordinating supply chain activities across functions.

Essential Requirements

- Minimum university (Bachelor of Science) degree in natural and technical sciences or economic and social sciences.
- Minimum 3 years of experience in procurement, supply planning, logistics, or supply chain operations; candidates with more extensive operational experience will be particularly well suited to this role.
- Strong understanding of procurement, supply, logistics, and order management processes.
- Experience working in a Good Manufacturing Practice environment.
- Solid knowledge of pharmaceutical operations, supply chain practices, and materials management principles.
- Experience using SAP and advanced proficiency in Microsoft Office applications, particularly Excel.
- Strong stakeholder management and communication skills, with the ability to collaborate across internal and external partners.
- Fluent written and spoken English.

We offer **temporary employment** for one year. 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 – 59.540**

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 €3,054.65).
- **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](https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf) 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

€32,060.00 - €59,540.00

Дивизион

Operations

Business Unit

Production / Manufacturing

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 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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