NOVARTIS

International Trade Analyst (m/f/d) / Analitik mednarodne trgovine (m/ž/d)

Job ID
REQ-10092456
Ноя. 20, 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.

Global trade regulations are evolving rapidly, making compliance more critical than ever. As an International Trade Analyst (m/f/d), you will play a key role in helping Novartis navigate the complexities of international trade while enabling the efficient movement of materials and products across global markets. Working with colleagues across regions and functions, you will apply your expertise in customs and trade compliance to support business operations, mitigate risk, and ensure adherence to international regulations. This is an exciting opportunity for a detail-oriented professional who enjoys solving complex challenges, collaborating with diverse stakeholders, and making a meaningful impact in a global organization.

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Globalni predpisi na področju mednarodne trgovine se hitro spreminjajo, zato je zagotavljanje skladnosti pomembnejše kot kadar koli prej. Kot Analitik mednarodne trgovine (m/ž/d) boste imeli ključno vlogo pri podpori Novartisu pri obvladovanju zahtevnosti mednarodne trgovine ter omogočanju učinkovitega pretoka materialov in izdelkov na globalnih trgih. V sodelovanju s sodelavci iz različnih regij in funkcij boste s svojim strokovnim znanjem na področju carine in trgovinske skladnosti podpirali poslovanje, zmanjševali tveganja ter zagotavljali skladnost z mednarodnimi predpisi. To je odlična priložnost za natančnega in analitičnega strokovnjaka, ki uživa v reševanju kompleksnih izzivov, sodelovanju z raznolikimi deležniki ter želi s svojim delom prispevati k uspehu globalne organizacije.

About the Role

Key Responsibilities:

- Ensuring accurate customs classification of materials within global scope.
- Excellent understanding and origin determination
- Manage activities related to Post-entry import and export declaration checks
- Support collection, analysis and submission of the Key Performance Indicators from Novartis businesses to Global CTC function
- Advising business partners on customs classification and international trade compliance requirements.
- Preparing and presenting reports on customs and trade compliance matters.
- Supporting collection, analysis, and submission of trade compliance key performance indicators.
- Collaborating with internal stakeholders to ensure compliance with customs and trade regulations.
- Identifying and escalating compliance risks to management and Global Customs and Trade Compliance teams.
- Contributing to continuous improvement of customs and trade compliance processes.
- Supporting Health, Safety and Environment requirements and professional development objectives.

Essential Requirements:

- University degree in Economics, Business Administration, International Trade, Supply Chain, or another relevant field.
- Minimum 3 years of experience in an international trade, customs, or trade compliance function.
- Strong knowledge of origin determination, customs regulations.
- Experience with customs classification and international trade compliance processes
- Proficiency in Microsoft Office applications.
- Fluent written and spoken English.
- Strong analytical skills with a high level of accuracy and attention to detail.
- Excellent communication skills and ability to collaborate with stakeholders across different functions and levels.

Desirable Requirements:

- Experience working within a global or multinational organization.
- Knowledge of international export licensing processes and trade compliance reporting.

We offer **temporary employment** with **6 months** of probation period. 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:
27.510,00 - 51.090,00 EUR

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:** 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).
- **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.**
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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.

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Vaše ključne odgovornosti:

- Zagotavljanje pravilne carinske klasifikacije materialov v globalnem obsegu.
- Odlično poznavanje pravil o poreklu blaga in določanje porekla.
- Upravljanje aktivnosti, povezanih s preverjanjem uvoznih in izvoznih deklaracij po carinjenju.
- Podpora pri zbiranju, analizi in poročanju ključnih kazalnikov uspešnosti (KPI) iz poslovnih enot Novartisa funkciji Global Customs and Trade Compliance (CTC).
- Svetovanje poslovnim partnerjem glede carinske klasifikacije in zahtev skladnosti na področju mednarodne trgovine.
- Priprava in predstavitev poročil s področja carinske in trgovinske skladnosti.
- Podpora pri zbiranju, analizi in predložitvi ključnih kazalnikov uspešnosti s področja trgovinske skladnosti.
- Sodelovanje z internimi deležniki za zagotavljanje skladnosti s carinskimi in trgovinskimi predpisi.
- Prepoznavanje tveganj neskladnosti ter njihova eskalacija vodstvu in globalnim ekipam za carinsko in trgovinsko skladnost.
- Prispevanje k nenehnemu izboljševanju procesov na področju carinske in trgovinske skladnosti.
- Podpora zahtevam s področja zdravja, varnosti in okolja (HSE) ter ciljem strokovnega razvoja.

Vaš doprinos k delovnem mestu:

- Univerzitetna izobrazba s področja ekonomije, poslovnih ved, mednarodne trgovine, oskrbovalnih verig ali druge ustrezne smeri.
- Najmanj 3 leta izkušenj na področju mednarodne trgovine, carine ali trgovinske skladnosti.
- Dobro poznavanje določanja porekla blaga in carinskih predpisov.
- Izkušnje s carinsko klasifikacijo in procesi skladnosti na področju mednarodne trgovine.
- Dobro poznavanje programov Microsoft Office.
- Aktivno znanje angleškega jezika, ustno in pisno.
- Izrazite analitične sposobnosti ter visoka stopnja natančnosti in pozornosti do podrobnosti.
- Odlične komunikacijske veščine in sposobnost sodelovanja z deležniki na različnih funkcionalnih področjih in organizacijskih ravneh.

Zaželene zahteve:

- Izkušnje z delom v globalnem ali mednarodnem okolju.
- Poznavanje procesov izvoznih dovoljenj in poročanja na področju trgovinske skladnosti.

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

Nagrajevanje:

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

Pričakovani letni osnovni razpon plače za delovno mesto:

27.510,00 - 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.

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: 10% 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.

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
General Management
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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