

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

Job ID

REQ-10072817

Mar 03, 2026

LOC\_SI

## About the Role

Vaše ključne odgovornosti:

- Upravljalati izpolnjevanje naročil za izdelke, proizvedene pri zunanjih dobaviteljih.
- Zagotavljati pravočasno izvedbo naročil ter koordinirati odpreme s špediterji.
- Vzdrževati parametre planiranja in matične podatke v sodelovanju z lokalnimi ekipami.
- Spremljati in analizirati kazalnike uspešnosti za izboljšanje oskrbne verige in ravni storitev.
- Pripravljati in voditi S&OP sestanke z zunanjimi dobavitelji za uskladitev dobavnih planov.
- Optimizirati zaloge z namenom boljšega obračanja, zmanjšanja odpadkov in izboljšanja učinkovitosti.
- Načrtovati in izvajati oskrbne modele, ki podpirajo poslovno strategijo in stroškovno učinkovitost.
- Implementirati tehnične spremembe in uvajanje novih izdelkov za nemoten proizvodni prehod.

Vaš doprinos k delovnem mestu:

- 3–5 let izkušenj s planiranjem v operativnem (GMP) okolju.
- Univerzitetna izobrazba naravoslovnotehnične ali ekonomskodružboslovne smeri.
- Aktivno znanje angleškega jezika.
- Dobro poznavanje farmacevtskih operacij, proizvodnje in dobavne verige.
- Napredno znanje MS Office orodij.
- Dobre komunikacijske spretnosti.

Z izbranim kandidatom bomo sklenili delovno razmerje za določen čas 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 svetlejšo prihodnost skupaj z nami?

<https://www.novartis.com/about/strategy/people-and-culture>

Pridružite se Novartisu: Ni pravo delovno mesto za vas? Prijavite se v našo bazo talentov, da ostanete v kontaktu z nami in se seznanite z ustreznimi kariernimi priložnostmi takoj, ko se pojavijo: <https://talentnetwork.novartis.com/network>

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## Key Responsibilities:

- Manage order fulfilment activities for products manufactured by external suppliers.
- Ensure timely order execution and coordinate physical shipments with freight forwarders.
- Maintain planning parameters and master data in close collaboration with local teams.
- Monitor and analyze performance indicators to improve supply chain effectiveness and service levels.
- Prepare and lead Sales and Operations Planning meetings with external suppliers to align supply plans.
- Optimize inventory to improve turnover, reduce waste, and enhance operational efficiency.
- Design and implement supply models that support business strategy and cost efficiency.
- Implement the technical changes and new product introductions to ensure smooth production transitions.

## Essential Requirements:

- 3–5 years of experience in planning within an operational (GMP) environment.
- University degree in a scientific/technical or economics/social sciences field.
- Proficient (working) knowledge of the English language.
- Good understanding of pharmaceutical operations, production, and the supply chain.
- Advanced knowledge of MS Office tools.
- Strong communication skills.

We offer temporary employment 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.

## Role Requirements

**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 \(PDF 30 MB\)](#)

Division

DIV\_TO

Business Unit

Production / Manufacturing

Location

LOC\_SI

Site

Ljubljana

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area

FCT\_TO

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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