

Operativni vodja projektov (m/ž/d) / Operations Lead (m/f/d)

Job ID
REQ-10086535
Sep 28, 2026
LOC_SI

About the Role

Vaše ključne odgovornosti:

- Pretvarjajte strateške prioritete lokacije v izvedljive projekte z merljivim poslovnim vplivom.
- Vodite in usklajujte portfelj strateških, operativnih ter transformacijskih pobud na lokaciji.
- Partnerstvo z vodjo lokacije in vodstvenim timom pri ključnih poslovnih in operativnih pobudah.
- Sodelujete z globalnimi funkcijami pri identifikaciji in implementaciji priložnosti za izboljšave.
- Zagotavljate učinkovito izvajanje projektov na področju avtomatizacije, robotike in operativne odličnosti.
- Spremljate napredek projektov, upravljate tveganja ter usmerjate korektivne aktivnosti.
- Vzpostavljate ustrezne strukture upravljanja, spremljanja in poročanja za ključne programe.
- Spodbujate nenehne izboljšave ter prenos najboljših praks med funkcijami.
- Optimizirate uporabo človeških, finančnih in procesnih virov za doseganje poslovnih ciljev.
- Zagotavljate skladnost poslovnih procesov z regulatornimi zahtevami in dobro proizvodno prakso.

Vaš doprinos k delovnem mestu:

- Univerzitetna izobrazba na področju poslovne, tehnične ali druge primerne izobrazbe.
- 5 let izkušenj z upravljanjem multifunkcijskih projektov, upravljanje programov in sprememb z notranjimi in zunanji deležniki.
- Odlične komunikacijske in vplivne sposobnosti pri delu z različnimi deležniki.
- Aktivno znanje angleškega jezika
- Poznavanje orodja Microsoft Office.

Zaželene izkušnje:

- Izkušnje sodelovanja z višjim vodstvom v mednarodnem poslovnem okolju.
- Poznavanje proizvodnega okolja, dobre proizvodne prakse in sistemov kakovosti.
- Izkušnje v farmacevtski industriji, prednost je poznavanje aseptičnih proizvodnih procesov

Z izbranim kandidatom bomo sklenili delovno razmerje za nedoločen 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:

53,690.00 - 99,710.00 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: 15% 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 3.224,18 €).
- 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.

Zakaj Novartis: Pomagati bolnikom in njihovim družinam zahteva več kot le inovativno znanost. Potrebna je skupnost zavzetih ljudi, kot ste vi.

V Novartis cenimo sodelovanje, podporo in navdihovanje drug drugega za razvoj prebojnih terapij, ki spreminjajo življenje pacientov.

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

Are you ready to play a pivotal role in shaping the future of one of Novartis' most strategic manufacturing sites?

At our Ljubljana Aseptic Manufacturing site, we are building a global center of excellence for the launch and production of innovative aseptic medicines. This unique site will be the only location within the Novartis network to bring together all core aseptic manufacturing technologies under one roof. Joining our team means helping to deliver breakthrough therapies that expand treatment possibilities for patients around the world.

As part of this exciting journey, you will collaborate with leading experts from Slovenia and across the global Novartis organization, driving innovation and setting new standards of excellence in pharmaceutical manufacturing. Your work will have a direct impact on the development, production, and accessibility of life-changing therapies, while providing exceptional opportunities for professional growth in one of the most advanced manufacturing environments at Novartis.

As the Operations Lead, you will work closely with the Head of Aseptics Ljubljana and the site leadership team. Your mission will be to translate strategic priorities, operational needs, and transformation initiatives into tangible business results. From leading productivity, operational excellence, and automation projects to coordinating key stakeholders and overseeing the project portfolio, you will play a central role in driving business excellence, operational efficiency, and the site's long-term success.

Key Responsibilities:

- Translate site strategic priorities into actionable projects with measurable business impact.
- Lead and coordinate a portfolio of strategic, operational, and transformational initiatives across the site.
- Partner with the Site Head Aseptics and the Site Leadership Team on key business and operational initiatives.
- Collaborate with global functions to identify and implement continuous improvement opportunities.
- Ensure successful execution of automation, robotics, and operational excellence projects.
- Monitor project progress, manage risks, and drive corrective actions when needed.
- Establish effective governance, tracking, and reporting structures for critical programs.
- Foster a culture of continuous improvement and knowledge sharing across functions.
- Optimize the use of human, financial, and operational resources to achieve business objectives.
- Ensure compliance of business processes with regulatory requirements and Good Manufacturing Practice standards.

Essential Requirements:

- University degree in Business, Engineering, or another relevant field.
- Minimum of 5 years of experience managing cross-functional projects, programs, and change initiatives involving internal and external stakeholders.
- Excellent communication and influencing skills, with the ability to engage diverse stakeholders effectively.
- Fluent written and spoken English.

Desirable Requirements:

- Experience working with senior leadership in an international business environment.
- Knowledge of manufacturing environments, Good Manufacturing Practice (GMP), and quality systems.
- Experience in the pharmaceutical industry; familiarity with aseptic manufacturing processes is considered an advantage.

We offer permanent 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:

53,690.00 - 99,710.00 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: 15% 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 € 3.224,18).
- 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.

Role Requirements

Primary location salary range
€53,690.00 - €99,710.00
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
Regular
Shift Work
No
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