

Tehnolog proizvodnih procesov II (m/ž/d) / Process Expert II (m/f/d)

Job ID

REQ-10087226

Sep 21, 2026

LOC_SI

About the Role

Vaše ključne odgovornosti:

- Zagotavljanje strokovne podpore na področju vzpostavitve, vzdrževanja in kontrole pogojev okolja v farmacevtski proizvodnji.
- Opravljanje vloge strokovnjaka na svojem področju (SME) za specifične tehnike, izdelke ali tehnološke procese (mikrobiološki in fizikalni pogoji okolja v proizvodnji, postopki vstopa in dezinfekcije, usposabljanje za vzorčenje in aseptične tehnike, planiranje, trendiranje rezultatov, čiščenje in validacije čistih prostorov, validacije avtoklaviranja).
- Usklajevanje in zagotavljanje pravočasnega dokončanja vseh proizvodnih postopkov v skladu z dokumentacijo in pravili dobre proizvodne prakse (GMP).
- Spremljanje rezultatov vzorčenj in ugotavljanje morebitnih trendov ter pravočasno ukrepanje ob opaženih negativnih trendih, priprava periodičnih poročil o izvedenih vzorčenjih.
- Vodenje raziskav odstopov in po potrebi sodelovanje s strokovnjaki relevantnih enot.
- Upravljanje validacij, revalidacij/kvalifikacij ter letnih pregledov procesov v dogovorjenih rokih in po veljavnih predpisih.
- Implementacija in vzdrževanje sistemov kakovosti na lokaciji v skladu s korporativnimi in regulatornimi smernicami ter uvajanje in implementacija novih standardov pri procesih.
- Zagotavljanje ocene tveganj/pomanjkljivosti in določanje učinkovitosti relevantnih korektivnih ukrepov.
- Zagotavljanje splošne pripravljenosti na inšpekcijske preglede ter interne presoje za svoje področje odgovornosti.

Vaš Doprinos k Delovnem Mestu:

- Univerzitetna stopnja izobrazbe iz mikrobiologije, biotehnologije, biologije, farmacije ali druge ustrezne znanstvene smeri.
- Aktivno znanje angleškega in slovenskega jezika.
- Poznavanje orodij MS Office.
- Odlične komunikacijske veščine, sposobnost samostojnega dela, odločanja ter postavljanja priorit.
- Zanimanje za digitalizacijo, avtomatizacijo procesov in uporabo umetne inteligence pri izboljševanju delovnih procesov.

Zaželene Izkušnje:

· Zaželeno poznavanje mikrobioloških osnov in poznavanje GMP.

Ponujamo začasno pogodbo za obdobje 12 mesecev.

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.

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

Pričakovani razpon plače za to delovno mesto:

22,050.00 - 40,950.00 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 raznolikega, 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-handboo...

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.

Key Responsibilities:

- Provide expert support in the establishment, maintenance, and control of environmental conditions within pharmaceutical manufacturing.
- Act as a Subject Matter Expert (SME) for specific techniques, products, or technological processes, including microbiological and physical environmental conditions in manufacturing, gowning and disinfection procedures, training on sampling and aseptic techniques, planning and trending of environmental monitoring results, cleanroom cleaning and validation, and autoclave validation.
- Coordinate and ensure the timely completion of all manufacturing activities in accordance with approved documentation and Good Manufacturing Practice (GMP) requirements.
- Monitor environmental sampling results, identify potential trends, take timely action in response to adverse trends, and prepare periodic reports on environmental monitoring activities.
- Lead deviation investigations and collaborate with experts from relevant functions as required.
- Manage validations, revalidations/qualifications, and annual process reviews in compliance with applicable regulations and agreed timelines.
- Implement and maintain site quality systems in accordance with corporate and regulatory requirements, and support the introduction and implementation of new process standards.
- Perform risk and gap assessments and evaluate the effectiveness of relevant corrective actions.
- Ensure continuous inspection readiness and support internal and external audits within the area of responsibility.

Essential requirements:

- University degree in Microbiology, Biotechnology, Biology, Pharmacy, or another relevant scientific discipline.
- Proficiency in both English and Slovenian.
- Good working knowledge of Microsoft Office tools.
- Excellent communication skills, with the ability to work independently, make decisions, and effectively prioritize tasks.
- Interest in digitalization, process automation, and the application of artificial intelligence (AI) to improve work processes.

Desirable requirements:

· Knowledge of microbiological principles and Good Manufacturing Practice (GMP).

We offer a temporary contract of 12 months.

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.

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role:

22,050.00 - 40,950.00 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.

Role Requirements

Primary location salary range

€22,050.00 - €40,950.00

Division

DIV_TO

Business Unit

Production / Manufacturing

Location

LOC_SI

Site

Mengeš

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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