

Expert, Drug Supply Management (m/f/d) - Ekspert za oskrbo zdravil (m/f/d)

Job ID

REQ-10088323

Oct 05, 2026

LOC_SI

About the Role

Key Responsibilities:

- Contributing to the Material Management Process for Clinical Manufacturing
- Support preparation of material Specification, Coordinate filling out the MARF template, support preparation of GLIMS CAD, Support incoming goods inspection and Release of Material
- Monitor Supplier Qualification and Support Vendor Management
- Monitor material status in SAP system
- Lead deviations and Root cause investigations in Clinical Manufacturing related to Materials
- Support Business Continuity by assessing and supporting the establishment of second vendors
- Co-creating SOP landscape within NVS and implementation of SOP according to Clinical Drug Product Manufacturing requirements and specifics
- Onboarding and mentoring of associates in area of drug supply
- Providing technical expertise during regulatory inspections and ensuring compliance with regulatory requirements.
- Cross-Functional Collaboration in and outside the organization to align activities with organizational goals, specifically Quality Assurance and Vendors

Essential Requirements:

- Accountability: responsibility for assigned tasks and reliability.
- Decision Making: correct interpretation of analyses and evaluations and identifying appropriate measures to be taken.
- Ability to work in a team (constructive and reliable contribution in a group setting) and in a matrix environment. Influencing without authority.
- Results driven self-motivation and motivation of others to achieve outstanding results while ensuring adherence to ethical and legal principles, with a continuous drive for improvement.
- Quality focus: providing the highest quality products and services that meet the needs and requirements of internal and external customers.
- 3 years of experience in supply organizations; thorough knowledge of GMP requirements.

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:

- Slovenia: €27,160 – 50,440

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 €3.224,18).
- Shift allowances: shift work (15%); multi-shift work (20%); night work (70%); work on Sundays and public holidays (50%). (if selected candidates will work in shifts)
- 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.

Vaše ključne odgovornosti:

- Zagotavljanje procesa upravljanja materialov za klinično proizvodnjo.
- Priprava ocene tveganja za nov material s kategorizacijo materiala, priprava specifikacije naročanja, usklajevanje izpolnjevanja predloge MARF, sprožitev nakupa, priprava končne specifikacije, sprožitev in spremljanje načrtov vzorčenja, spremljanje sproščanja materiala.
- Spremljajte kvalifikacijo dobavitelja in podpora za upravljanje dobaviteljev.
- Spremljanje statusa materiala v SAP sistemu.
- Preiskave glavnih vzrokov odstopanj v klinični proizvodnji, povezane z materialom.
- Podpiranje neprekinjenega poslovanja z ocenjevanjem in podpiranjem upeljevanja alternativnih ponudnikov.
- Soustvarjanje okolja SOP v NVS in izvajanje SOP v skladu z zahtevami in posebnostmi klinične proizvodnje.
- Vključevanje in mentorstvo sodelavcev na področju oskrbe zdravil.
- Zagotavljanje tehničnega strokovnega znanja med regulativnimi inšpekcijskimi pregledi in zagotavljanje skladnosti z regulatornimi zahtevami.
- Medfunkcionalno sodelovanje v organizaciji in zunaj nje za uskladitev dejavnosti z organizacijskimi cilji, zlasti z zagotavljanjem kakovosti in prodajalci.

Vaš doprinos k delovnem mestu:

- Odgovornost za dodeljene naloge in zanesljivost.
- Interpretacija in vrednotenje analiz in ter opredelitev ustreznih ukrepov, ki jih je treba sprejeti.
- Sposobnost dela v skupini (konstruktiven in zanesljiv prispevek v skupinskem okolju) in v matričnem okolju. Vplivanje brez avtoritete.
- Samomotivacija, ki temelji na rezultatih, in motivacija drugih za doseganje izjemnih rezultatov, hkrati pa zagotavlja spoštovanje etičnih in pravnih načel, z nenehnim prizadevanjem za izboljšave.
- Predano osredotočenost na vse deležnike.
- Osredotočenost na kakovost: zagotavljanje izdelkov in storitev najvišje kakovosti, ki ustrezajo notranjim in zunanjim potrebam in zahtevam.
- 3 leta izkušenj na področju oskrbe/dobavne verige; temeljito poznavanje zahtev GMP.

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:

- Slovenija: 27.160 – 50.440 €

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. (STI, change in regards of level)
- 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 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>

Role Requirements

Primary location salary range

€27,160.00 - €50,440.00

Division
DIV_GD
Business Unit
Development
Location
LOC_SI
Site
Mengeš
Company / Legal Entity
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.
Functional Area
FCT_RD
Job Type
Full time
Employment Type
Regular
Shift Work
No
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