

Associate Expert Drug Supply / Strokovni sodelavec za oskrbo zdravil (f/m/d)

Job ID

REQ-10088092

Oct 05, 2026

LOC_SI

About the Role

Ključne odgovornosti

- Osebna odgovornost za stalno usposabljanje/razvoj.
- Deluje v skladu z ustreznimi standardi, opredeljenimi za kakovost, etiko, zdravje, varnost, okolje in informacijsko varnost.
- Deluje v okviru uveljavljenih smernic in postopkov podjetja ter zagotavlja skladnost s predpisi GxP.
- Sodeluje in sodeluje z notranjimi (npr. Cx DS, Cx DP) in zunanjimi deležniki (npr. čistilni servis, vzdrževalno osebje).
- Aktivno sodeluje pri izmenjavi znanja na področju dela. Usposablja in mentorira zaposlene ter druge v procesu usposabljanja/izobraževanja.
- Pomaga pri rutinskih in nerutinskih izzivih ter odpravljanju težav. Prepoznava, komunicira in daje povratne informacije pri reševanju odstopanj ter upoštevanju korektivnih in preventivnih ukrepov. Uporablja pridobljene izkušnje.
- Predlaga in izvaja ideje za stalne izboljšave. Prispeva k razvoju novih procesov ali optimizira obstoječe.
- Podpira notranje (npr. GGA) in zunanje revizije (npr. JAZMP)
- Kaže pozitivno delovno etiko in vpliva na druge
- Načrtuje, organizira, izvaja in dokumentira dejavnosti CMO pod zmernim nadzorom (vzorčenje GMP medijev, vzorčenje čistih prostorov, vzorčenje ob menjavi izdelkov, obvladovanje materialov in vzorcev).
- Priprava, izdajanje, izpolnjevanje in arhiviranje dokumentacije (dnevniki, obrazci, dokumentacija proizvodnih serij, itd.). Pregled in preverjanje podatkov, ki so jih pripravili drugi.
- Izvajanje, interpretacija in poročanje rezultatov pod zmernim nadzorom. Avtorstvo in pregled dokumentov (npr. dokumentacija čiščenja).
- Odgovoren za red in čistočo v dodeljenih delovnih prostorih in sobah.
- Druge naloge določene med letnim postopkom postavljanja ciljev in s kazalniki uspešnosti.

Vaš doprinos k delovnem mestu

- Srednješolska ali druga ustrezna stopnja izobrazbe iz farmacije, biokemije, biotehnologije, kemije, mikrobiologije ali druge ustrezne smeri.
- Najmanj 1 leto neposredno povezanih delovnih izkušenj kot strokovnjak v proizvodnji bioloških zdravil.
- Tekoče znanje slovenščine. Tehnično znanje angleščine.
- Ustrezno poznavanje programske opreme in računalniških orodij (npr. Microsoft Office).

Želene izkušnje

- Poznavanje GxP ter dodeljenega Cx MO okolja (čisti prostori, osebni in materialni tokovi, itd.)

Z izbranim kandidatom / kandidatko bomo sklenili delovno razmerje za nedoločen čas s poskusno dobo 6 mesecev.

Prosimo, da oddate prijavo z življenjepisom v slovenskem in angleškem jeziku.

Key Responsibilities

- Personal responsibility for ongoing training/development
- Works according to appropriate standards defined for quality, ethics, health, safety, environment, and information security.
- Operates within established company guidelines and procedures and ensures compliance to GxP regulations.
- Interacts and collaborates with internal (e.g. Cx DS, Cx DP) and external stakeholders (e.g. cleaning service, maintenance personnel).
- Actively participates in area of work knowledge exchange. Trains and coaches' employees and others under training/education.
- Assists in routine and non-routine challenges and troubleshooting. Recognizes, communicates and provides input to the solution of deviations and following corrective and preventive actions. Applies lessons learned.
- Proposes and implements ideas for continuous improvements. Contributes to the development of new processes or optimizes existing ones.
- Supports internal (e.g. GGA) and external audits (e.g. JAZMP)
- Shows positive work ethics and influences others
- Plans, organizes, performs and documents CMO activities under moderate supervision (clean utilities and cleanrooms sampling, product change-over, material and sample handling).
- Preparing, issuing, filling in and archiving documentation (logs, forms, batches records, etc.). Reviewing and verifying data prepared by others.
- Execution, interpretation, and reporting of results under moderate supervision. Authoring and reviewing documents (e.g. cleaning documentation).
- Responsible for order and cleanliness in assigned task areas and rooms.
- Other tasks as determined during the annual objectives setting process and by KPIs.

Essential Requirements:

- High school degree or equivalent in Pharmacy, Biochemistry, Biotechnology, Chemistry, Microbiology or equivalent.
- Minimum 1 year of directly related experience in biologics manufacturing.
- Fluent in Slovene. Technical knowledge of English.
- Adequate knowledge of software and computer tools (e.g. Microsoft Office).

Desirable Requirements:

- Knowledge of GxP and the assigned Cx MO environment (cleanrooms, personal and material flows, etc.)

We offer permanent employment with 6 months of probation to the selected candidate. Please 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: €22,820 – 42,380

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: 12% 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.

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: €22,820 – 42,380

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: 12% 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 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

€22,820.00 - €42,380.00

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

[Apply to Job](#)

Job ID

REQ-10088092

Associate Expert Drug Supply / Strokovni sodelavec za oskrbo zdravil (f/m/d)

[Apply to Job](#)

Source URL: <https://prod1.jobapi.novartis.com.cn/req-10088092-associate-expert-drug-supply-strokovni-sodelavec-za-oskrbo-zdravil-fmd>

1. <https://prod1.jobapi.novartis.com.cn/req-10088092-associate-expert-drug-supply-strokovni-sodelavec-za-oskrbo-zdravil-fmd>
2. <https://www.novartis.com/careers/benefits-rewards>
3. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
4. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
5. <https://www.novartis.com/about/strategy/people-and-culture>
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Menge/Associate-Expert-Drug-Supply---Strokovni-sodelavec-za-oskrbo-zdravil--f-m-d-_REQ-10088092-1
7. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Menge/Associate-Expert-Drug-Supply---Strokovni-sodelavec-za-oskrbo-zdravil--f-m-d-_REQ-10088092-1