

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

Job ID

REQ-10077800

May 20, 2026

LOC_SI

About the Role

Opis delovnega mesta

Vaše ključne odgovornosti:

- Izvedba procesa proizvodnje bioloških učinkovin, vključno z izvajanjem in-procesne analitike.
- Planiranje, izvajanje in dokumentiranje GxP aktivnosti.
- Izpolnjevanje GxP dokumentacije (dnevniki, obrazci, proizvodna poročila itd.), vključno s pregledom izvornih podatkov. Pisanje enostavnih postopkov, protokolov in poročil (delovni postopki, poročila o trendih itd.)
- Sodelovanje pri reševanju izzivov in odpravljanju težav. Prepoznavanje, sporočanje in prispevanje k reševanju odstopanj ter izvajanje korektivnih in preventivnih ukrepov. Uporaba pridobljenih izkušenj.
- Delovanje v skladu s standardi za kakovost, etiko, varnost, zdravje, okolje in informacijsko varnost ter zagotavljanje upoštevanja predpisov GxP.
- Odgovornost za osebni in strokovni razvoj.
- Izkazovanje pozitivne delovne etike in pozitivno vplivanje na druge.

Vaš doprinos k delovnem mestu:

- Srednješolska izobrazba.
- Tekoče znanje slovenščine. Tehnično znanje angleščine.
- Dobre organizacijske sposobnosti in sposobnosti upravljanja z dokumentacijo, ki zagotavljajo vodenje evidenc v skladu s pravili podjetja.
- Sposobnost natančnega upoštevanja navodil in postopkov.
- Ustrezno poznavanje programske opreme in računalniških orodij.

Zaželene izkušnje:

- Izkušnje s primerljivega delovnega mesta.
- Ustrezno strokovno ali tehnično znanje s področja naravoslovnih ved.

- Dobro poznavanje dobre proizvodne prakse (GMP) in izkušnje z delom v reguliranem proizvodnem okolju.

Z izbranim kandidatom bomo sklenili delovno razmerje za določen čas s poskusno dobo 6 mesecev in možnostjo podaljšanja. Prijavo oddajte z življenjepisom v slovenskem jeziku.

Kaj nudimo:

Konkurenčen plačni paket, letni bonus, fleksibilen način dela z možnostjo prilagajanja urnika, zaposlitev v podjetju s certifikatom TOP Employer, pokojninsko shemo, shemo nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in družbenega počutja (Polni življenja) ter dogodke, neomejene priložnosti za učenje in razvoj.

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.

Job description

Your key responsibilities:

- Executing the production process of biological active substances, including performing in-process analytics.
- Planning, performing, and documenting GxP activities.
- Completing GxP documentation, such as logs, forms, production reports, etc., including the review of source data. Writing simple procedures, protocols, and reports, such as work procedures, trend reports, etc.
- Participating in resolving challenges and troubleshooting. Identifying, reporting, and contributing to the resolution of deviations, as well as implementing corrective and preventive actions. Applying lessons learned.
- Acting in accordance with standards for quality, ethics, safety, health, environment, and information security, and ensuring compliance with GxP regulations.
- Taking responsibility for personal and professional development.
- Demonstrating a positive work ethic and positively influencing others.

Your contribution to the role:

- High school education.
- Fluent knowledge of Slovenian language. Technical knowledge of English.
- Good organizational and documentation management skills, ensuring record-keeping in accordance with company rules.
- Ability to follow instructions and procedures accurately.
- Appropriate knowledge of software and computer tools.

Desired experience:

- Experience in a comparable role.
- Relevant professional or technical knowledge in the field of natural sciences.
- Good knowledge of Good Manufacturing Practice, GMP, and experience working in a regulated manufacturing environment.

An employment contract will be concluded with the selected candidate for a fixed term, with a 6-month probationary period and the possibility of extension. Please submit your application with a CV in Slovenian language.

What we offer:

A competitive salary package, annual bonus, flexible working arrangements with the possibility of schedule adjustments, employment in a company certified as a TOP Employer, a pension scheme, a rewards and recognition scheme, an expanded health promotion program focused on physical, mental, and social well-being, "Full of Life," as well as events and unlimited opportunities for learning and development.

We are committed to diversity and inclusion

Novartis is committed to creating an outstanding, inclusive work environment and building diverse teams, as these represent 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_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

Temporary (Fixed Term)

Shift Work

No

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