

Koordinator sprememb potiskane ovojnine (m/ž/d) / Artwork Change Coordinator (m/f/d)

Job ID

REQ-10079819

Jun 22, 2026

LOC_SI

About the Role

Vaše ključne odgovornosti:

- Upravljanje celotnega procesa potiskane ovojnine od zahtevka do potrjene specifikacije.
- Koordinacija projektov sprememb potiskane ovojnine (tekstovne, tehnične, odprodaje) v skladu z internimi standardi, ob upoštevanju časovnic, prioritet in zahtev različnih trgov.
- Določanje prioritet za pravočasno dobavo potiskane ovojnine proizvodnim lokacijam.
- Zagotavljanje skladnosti z Good Manufacturing Practice (GMP), zakonodajo in internimi predpisi ter upravljanje sprememb.
- Komunikacija in usklajevanje z globalnimi dobavitelji ter deležniki na proizvodnih lokacijah.
- Prepoznavanje tveganj, odstopanj in ozkih grl ter proaktivno usklajevanje ustreznih rešitev.
- Proaktivno poročanje o odstopih in izvajanje korektivnih ter preventivnih ukrepov.
- Implementacija stalnih izboljšav procesov za operativno odličnost in večjo produktivnost.

Vaš doprinos k delovnem mestu:

- Visokošolska stopnja izobrazbe naravoslovno-tehnične, ekonomske ali druge ustrezne družboslovne smeri.
- Aktivno znanje angleškega jezika.
- Poznavanje orodja Microsoft Office
- Zaželeno izkušnje s področja dela s potiskano ovojno v farmacevtskem ali proizvodnem podjetju.
- Močne komunikacijske in organizacijske sposobnosti ter sposobnost določanja prioritet.
- Visoka stopnja natančnosti, samostojnosti, proaktivnosti in sposobnosti dela v kompleksnem, hitro spreminjajočem se okolju.

Zaželene izkušnje:

- Izkazan interes in osnovne izkušnje s področja IT in računalniškega programiranja.
- Afiniteta do digitalnih orodij, sistemov za upravljanje sprememb ter optimizacije procesov.

Z izbranim kandidatom bomo sklenili delovno razmerje za določen čas 1

leta 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: 20.650 – 38.350 €

Ponujena plača se določi na podlagi spolno nevtrálnih kriterijev, kot so ustrezna znanja, kompetence in izkušnje, v skladu s politiko določanja plač v Novartisu.

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 letne bruto plače so zaposleni upravičeni tudi do spodaj navedenih ugodnosti:

- Letni bonus, ki pripada vsakemu zaposlenemu: 9% 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 3.054,65 €).
- 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>

Key Responsibilities:

- Manage the entire artwork process from request to approved specification.
- Coordinate artwork change projects (textual, technical, phase-out) in accordance with internal standards while taking timelines, priorities, and the requirements of different markets into account.
- Set priorities to ensure timely delivery of high-quality artworks to manufacturing sites.
- Ensure compliance with Good Manufacturing Practice (GMP), legislation, and internal guidelines, including change management.
- Communicate and align with global suppliers and stakeholders at manufacturing sites.
- Identifying risks, deviations, and bottlenecks, and proactively coordinating appropriate solutions.
- Proactively report deviations and implement corrective and preventive actions.
- Drive continuous process improvements to achieve operational excellence and higher productivity.

Essential Requirements:

- University degree in natural sciences, technical, economic, or other relevant social sciences.
- Active knowledge of English language (written and spoken).
- Proficiency in Microsoft Office tools.
- Preferred experience with printed packaging in a pharmaceutical or manufacturing environment.
- Strong communication and organizational skills with the ability to set priorities.
- A high level of accuracy, independence, proactivity, and the ability to work in a complex, fast-changing environment.

Desirable Requirements:

- Demonstrated interest and basic experience in IT and computer programming.

- Affinity for digital tools, change management systems, and continuous process improvement.

We offer temporary employment for 1 year 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: €20.650 – 38.350

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: 9% 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 €3,054.65).
- 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](#) 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

€20,650.00 - €38,350.00

Division

DIV_TO

Business Unit

Product Supply Chain

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

Temporary (Fixed Term)

Shift Work

No

Apply to Job

Job ID

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