

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

Job ID

REQ-10086880

Sep 16, 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 nedoločen čas s poskusno dobo 6 mesecev. Prijavo oddajte z življenjepisom v slovenskem jeziku.

Koristi in nagrade

V Novartisu smo zavezani skupnemu preoblikovanju medicine – in nagrajevanju ljudi, ki jo uresničijo.

Pričakovani letni osnovni plačni razpon za delovno mesto: €20,300 do €37,700

Osnovna plača je določena glede na spolno nevtralne cilje, kot so relevantne veščine, kompetence in izkušnje v skladu s politiko plač Novartisa, ob vstopu v Novartis pa se redno pregleduje.

Poleg osnovne plače ste morda upravičeni do bonusa na podlagi uspešnosti, odvisno od določenih parametrov uspešnosti.

Nagrade članstva v naši ekipi segajo daleč preko osnovne plače in spodbud. Ponujamo tudi različne konkurenčne ugodnosti, ki vam pomagajo uspevati osebno in poklicno, kot so zavarovalni načrti, pokojninski načrti, viri za dobrobit in globalni programi priznanja. Poleg tega ponujamo, kjer je mogoče, prilagodljive in hibridne možnosti dela ter najmanj 14 tednov plačanega starševskega dopusta.

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 permanent contract, with a 6-month probationary period. Please submit your application with a CV in Slovenian language.

Benefits & 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: €20,300 to €37,700

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.

Role Requirements

Primary location salary range

€20,300.00 - €37,700.00

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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