

# Višji skrbnik osnovnih podatkov materialov (m/ž/d) / Senior Site Master Data Expert (m/f/d)

Job ID  
REQ-10007648  
Oct 03, 2024  
Slovenia

## Summary

Location: Ljubljana, #LI-Onsite.

As Senior Site Master Data Expert you will be responsible for complex site master data management processes (e.g. cross-divisional set-ups etc.) focused to ensure accurate and timely preparation and maintenance of master data in the ERP system, in accordance with the law, internal regulations (e.g. Novartis Quality Manual), Good Practices, and business objectives.

If you are seeking a challenging yet rewarding opportunity where you can make a significant impact, we encourage you to submit your application. Join our team of passionate individuals who are dedicated to pushing boundaries and shaping the future.

## About the Role

- Understanding of Pharmaceutical products, lifecycle events and the impact of master data on product lifecycle stages.
- Understanding of Business, System Landscape & Processes, with experience in Data Stewardship & Ownership.
- Ensure reconciled master data in all their life-cycle phases and in global business processes.
- Define and manage the processes related to master data for the manufacturing sites.
- Define the responsibility matrix within the master data processes, e.g. the person to define the parameters, the person to update the SAP system by entering accurate values, etc.
- By analyzing the basic requirements, maintaining the attributes in the systems, and ensuring that all the data included in the system are reliable and from the right sources, ensure that the integrity and quality of site master data is established.
- Continuously check the consistency and completeness of master data.
- Verify, edit and amend requests for site data maintenance, while taking into account the processes related to global master data, and the relevant SOPs.

## What you will bring to the role:

- University degree in Economics, Natural Sciences or other relevant field (e.g. Information Technology, Mathematics).
- Fluent in written and spoken English.
- Knowledge of Microsoft Office.
- 'Minimum 2 years of experience in Master Data Operations within Pharmaceutical or Manufacturing Industry.

- Knowledge of programming.

### **You'll receive**

Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being (Energized for Life), Unlimited learning and development opportunities.

We offer permanent employment, with 6 months of probation period.

You are kindly invited to submit your application in English language, including CV.

### **Why Novartis?**

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

### **You'll receive:**

Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being, Unlimited learning and development opportunities.

### **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.

**Join our Novartis Network:**

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

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For Slovenia:

Lokacija: Ljubljana, #LI-Onsite.

Kot **višji skrbnik osnovnih podatkov materialov (m/ž/d)** boste odgovorni za kompleksne procese na področju osnovnih podatkov materialov za podporo proizvodnim lokacijam (npr. med-divizijski modeli poslovanja), osredotočenost na zagotavljanje pravih in pravočasnih osnovnih podatkov materialov v sistemu, skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji.

Če iščete izzivov polno, a hkrati nagrajujočo priložnost, kjer lahko ustvarite pomemben vpliv, vas vabimo, da oddate svojo prijavo. Pridružite se naši ekipi strastnih posameznikov, ki so predani premikanju meja in oblikovanju prihodnosti.

### **Vaše ključne odgovornosti:**

- Razumevanje različnih dogodkov v življenjskem ciklu farmacevtskih izdelkov in razumevanje vpliva osnovnih podatkov materialov na stopnje življenjskega cikla izdelka.
- Poglobljeno poznavanje poslovanja, sistemov in procesov, z izkušnjami na področju upravljanja, nadzora in

lastništva osnovnih podatkov materialov.

- Zagotavljanje usklajenih osnovnih podatkov materialov v vseh fazah njihovega življenjskega cikla kot tudi v globalnih poslovnih procesih.
- Opredelitev in upravljanje procesov osnovnih podatkov materialov za proizvodne lokacije.
- Določitev matrike odgovornosti za izvajanje aktivnosti na področju osnovnih podatkov materialov (npr. oseba za določitev parametrov, oseba za posodobitev sistema SAP z vnosom točnih vrednosti itd.).
- Vzdrževanje atributov v sistemih na podlagi analize osnovnih zahtev ter zagotavljanje, da so vsi podatki v sistemih zanesljivi in iz pravih virov. Zagotavljanje, da se vzpostavi celovitost in kakovost osnovnih podatkov materialov na proizvodnih lokacijah.
- Neprekinjeno preverjanje skladnosti in celovitosti osnovnih podatkov materialov.
- Preverjanje, urejanje in spreminjanje zahtev za vzdrževanje osnovnih podatkov materialov na proizvodnih lokacijah, upoštevajoč procese, povezane z globalnimi osnovnimi podatki in pripadajočimi splošnimi postopki.

### **Vaš doprinos k delovnem mestu:**

- Visokošolska stopnja izobrazbe naravoslovno-tehnične, ekonomske ali druge ustrezne smeri (npr. računalništvo, informatika, matematika).
- Aktivno znanje angleškega jezika.
- Poznavanje orodja Microsoft Office.
- Minimalno 2 leti ustreznih delovnih izkušenj s področja dela z osnovnimi podatki v farmacevtskem ali proizvodnem podjetju.
- Osnovno znanje programiranja.

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

Prijave z življenjepisom v angleškem in slovenskem jeziku lahko oddate preko spletne povezave.

### **Zakaj Novartis?**

Naš namen je soustvarjati medicino za izboljšanje in podaljševanje življenja ljudi, naša vizija pa je postati najbolj cenjeno in zaupanja vredno farmacevtsko podjetje na svetu. Kako lahko to dosežemo? S pomočjo naših ljudi. Prav naši sodelavci nas vsak dan spodbujajo, da dosežemo svoje ambicije. Postanite del te misije in se nam pridružite! Več na spodnji povezavi: <https://www.novartis.com/about/strategy/people-and-culture>

### **Kaj nudimo:**

Konkurenčen plačni paket, letni bonus, fleksibilen način dela, z možnostjo prilagajanja urnika in delom od doma, 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.

Pridružite se naši mreži Novartis: V kolikor se ne prepoznate v zgornjem opisu delovnega mesta, vas vabimo, da se vpišete na spodnji povezavi v Novartisovo bazo talentov saj lahko tako vašo vlogo upoštevamo za podobne pozicije v prihodnosti: <https://talentnetwork.novartis.com/network>

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

**Benefits and Rewards:** Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

Operations

Business Unit

Innovative Medicines

Location

Slovenia

Site

Ljubljana

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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## **Accessibility and accommodation**

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversity.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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