

# Technical Steward (m/f/d) / Ekspert procesnih tehnologij (m/ž/d)

Job ID  
REQ-10009528  
Jun 18, 2024  
Slovenia

## Summary

We are seeking a highly motivated Technical Steward II to join MS&T team as we expand our manufacturing capacity for the production of biologics. Our unique approach to single-use technology allows us to produce high-quality biopharmaceutical drug substances with unparalleled efficiency. Our state-of-the-art technology and equipment, commitment to automation, digital, and paperless processes, make us a factory of the future, and we are eager to welcome a talented individual to our team. \_\_\_\_\_ Iščemo visoko motiviranega Eksperta procesnih tehnologij II, ki se bo pridružil naši MS&T ekipi pri širjenju proizvodnih zmogljivosti za proizvodnjo bioloških zdravil. Edinstven pristop k "single-use" tehnologiji nam omogoča proizvodnjo visokokakovostnih bioloških zdravil z neprimerljivo učinkovitostjo. Z našo najsodobnejšo tehnologijo, procesi, ki temeljijo na avtomatizaciji in digitalizaciji ter našim znanjem, predanostjo in vrhunskimi ekipami sodelavcev smo tovarna prihodnosti in z veseljem pozdravljamo talentiranega posameznika v naši ekipi.

## About the Role

**Location:** Mengeš #LI-Hybrid

As a Technical Steward II, you will contribute to ensure high efficacy and quality of our manufacturing processes and systems, consumables and materials. You will work with other roles within local and global MS&T organization and collaborate in cross-functional teams in scope of your responsibilities.

The ideal candidate for this position is eager to learn and contribute to team objectives, possesses excellent communication skills, has the ability to work collaboratively with others, and has drive for constant improvement and growth. If you are passionate about biopharmaceuticals and interested in being a part of a team that is leading the way in the industry, we encourage you to apply today.

## Key Responsibilities:

- Contribute to implementation of technical standards and procedures for existing and new technologies, equipment, methods and materials.
- Provide technical support to technological processes by preparing and analysing data, participating in the preparation of risk assessments and the review of qualification documentation.
- Participate in implementation of materials, new technologies and equipment relevant for the site.
- Participate in planning, execution and coordination of optimization projects.
- Support validation lead, product steward and technical transfer lead in the preparation of validation and

other product and process documentation, e.g. preparation of protocols and validation reports, preparation of risk assessments, where you provide technical expertise in the field of technologies within your competence.

- Maintain work in inspection readiness level.

### **Essential Requirements:**

- BSc. in Pharmacy, Pharmaceutical Technology, Biotechnology, Microbiology, Chemistry, Engineering or equivalent scientific degree. Desirable MSc. or equivalent experience.
- Minimum of 3 years of work experience in supporting processes in production, technical development or quality.
- Functional knowledge of English.
- Knowledge of Microsoft Office.
- Good communication skills, proactive behaviour, result-driven.
- Ability to operate in team and global environment.

### **Desirable Requirements:**

- Working experience from pharmaceutical or other GMP regulated production.
- Knowledge of statistical tools.
- Managing interests.

We offer **temporary employment for one year** with **6 months** of probation period.

### **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 (Well-being), employment at Top SI Employer, 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:

**Lokacija:** Mengeš #LI-Hybrid

Kot Ekspert procesnih tehnologij boste prispevali k zagotavljanju visoke učinkovitosti in kakovosti naših proizvodnih procesov, sistemov in materialov. Delali boste z drugimi vlogami v lokalni in globalni MS&T organizaciji in sodelovali v medfunkcionalnih skupinah v okviru svojih odgovornosti.

Idealen kandidat za to delovno mesto ima željo po prispevanju k ciljem tima, ima odlične komunikacijske sposobnosti, sposobnost sodelovanja v timih in željo po nenehnem izboljševanju in rasti. Če imate ustrezna znanja in lastnosti, ste navdušeni nad proizvodnjo bioloških zdravil in bi želeli postati del naše ekipe, vam svetujemo, da se prijavite še danes.

**Vaše ključne odgovornosti:**

- V MS&T organizaciji sooblikujete in uvajate tehnične standarde in postopke za obstoječe in nove tehnologije, opremo, metode in materiale.
- Zagotavljate tehnično strokovno podporo tehnološkim procesom s pripravo in analizo podatkov, s sodelovanjem pri pripravi ocen tveganja in pregledu kvalifikacijske dokumentacije.
- Sodelujete pri vpeljavi materialov, novih tehnologij in opreme, pomembne za lokacijo.
- Sodelujete pri načrtovanju, izvedbi in nadzoru projektov za optimizacijo.
- Sodelujete pri pripravi validacijske in druge produktno-tehnološke dokumentacije, npr. pripravi protokolov in poročil o validaciji, pripravi ocen tveganja, kjer zagotavljate tehnično strokovno znanje z vidika tehnologij v okviru svoje pristojnosti.
- Delo vzdržujete v stanju pripravljenosti na inšpekcijske preglede.

**Vaš doprinos k delovnem mestu:**

- Univerzitetna stopnja izobrazbe iz farmacije, farmacevtske tehnologije, biotehnologije, mikrobiologije, kemije, inženirskih znanosti ali druge ustrezne znanstvene smeri. Zaželen magisterij.
- Minimalno 3 leta delovnih izkušenj pri podpori procesov na področju proizvodnje, tehničnega razvoja ali kakovosti.
- Aktivno znanje angleškega jezika.
- Poznavanje orodja Microsoft Office
- Dobre komunikacijske sposobnosti, proaktivnost, samoiniciativnost, ciljna naravnost.
- Zmožnost delovanja v timih in v globalnem okolju.

**Zaželene izkušnje:**

- Zaželene delovne izkušnje iz farmacevtske ali druge GMP regulirane proizvodnje.
- Uporaba statističnih orodij.

- Upravljanje z različnimi deležniki.

Z izbranim kandidatom bomo sklenili delovno razmerje za **določen čas enega leta** s poskusno dobo **6 mesecev**.

## 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, 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.

**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>

Division

Operations

Business Unit

Innovative Medicines

Location

Slovenia

Site

Mengeš

Company / Legal Entity

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

Functional Area  
Technical Operations  
Job Type  
Full time  
Employment Type  
Temporary (Fixed Term)  
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.

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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