

# **Analitik Oskrbovalne verige (m/ž/d) /SCM Analyst (m/f/d)**

Job ID  
REQ-10010704  
Jul 05, 2024  
Slovenia

## **Summary**

-Responsible for the site Master Data processes aimed to ensure accurate and timely creation and maintenance of the master data in the ERP System, in accordance with local and global requirements. -The Material Planner drives the tactical purchasing process for all materials to ensure materials availability and execution plan feasibility in accordance with Site inventory policy.

## **About the Role**

**Location:** Slovenia #LI-Hybrid

We are seeking a **SCM Analyst** who will be responsible for providing an enhanced level of support to manage business process implementations in ERP systems (changes, enhancements as well as new solutions), train and support users, identify areas of improvement and develop and promote respective solutions. Responsible for ensuring process and SAP knowledge is continuously enlarged and applied in order to fully leverage the value of the integrated SAP system and to achieve high level of service, cost efficiency, quality and compliance. Working in accordance with legislation, internal rules, good practices and business objectives.

As a member of our team, you will have the chance to enhance your SAP knowledge and contribute towards the growth of our organization. Don't miss out on this inspiring opportunity – apply today!"

## **Key Responsibilities:**

- Responsibility for understanding, elaborating and implement SC related to assigned topics.
- Responsibility for ensuring that SC Business Processes are properly implemented in ERP.
- Facilitate cross-functional alignment and understanding of processes related to assigned topics, document the processes in the form of SOP, Working Instruction and/or Training Materials.
- Ensure compliance with GxP, InControl and regulatory requirements and continuous improvement of relevant processes within area of responsibility.
- Propose process and system improvements in order to enhance business effectiveness and efficiency with a special focus on automation.
- Subject Matter Expert (SME) on Data Integrity (DI) regarding implementation of processes, procedures and practices to assure alignment with regulatory expectations for DI.

## **Essential Requirements:**

- University diploma in Business, Economics, IT or natural science (Chemistry, Pharmacy).
- Minimum 3 years of professional experience in a Supply Chain, Finance or IT role, preferably in Health Care,

Chemical or other process industry, leading ERP projects.

- Experience in SAP usage as advanced or super user.
- Fluent in English.

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 (Energized for Life), 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:** Slovenija, Poljska #LI-Hybrid

Kot **Analitik Oskrbovalne verige (m/ž/d)** boste odgovorni za podporo upravljanja poslovnih procesov v sistemih ERP (spremembe, izboljšave in nove rešitve), usposabljanje in nudenje podpore uporabnikom, opredeljevanje področja, kjer so možne izboljšave ter razvijanje in spodbujanje ustreznih rešitev. Zagotavljanje, da se procesi in znanje o SAP širi in uporablja, s ciljem v celoti bolje uveljaviti vrednost integriranega sistema SAP in doseči visoko raven storitev, stroškovne učinkovitosti, kakovosti in skladnosti, skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji. Kot član naše ekipe boste imeli priložnost izboljšati svoje znanje SAP in prispevati k rasti naše organizacije. Ne zamudite te navdihujoče priložnosti - prijavite se še danes!"

### **Vaše ključne odgovornosti:**

- Razumevanje, preučevanje in izvajanje poslovnega procesa oskrbovalne verige.
- Zagotoviti, da se poslovni procesi upravljanja oskrbovalne verige v ERP pravilno izvajajo.
- Medfunkcijsko usklajevanje in razumevanje procesov, dokumentacija procesa v obliki standardnih operativnih postopkov (SOP), delovnega navodila in/ali gradiva za usposabljanje. Zagotavljanje skladnost z

dobro prakso (GxP), InControl in regulatornimi zahtevami ter nenehno izboljševanje ustreznih procesov na področju odgovornosti.

- Reševanje odstopov in izboljševanje ERP funkcionalnosti.
- Delovanje v smislu globalne skupnosti za izmenjavo idej in najboljših praks, sodelovanje v globalnih/regionalnih pobudah za področje ERP Supply Chain Management in opravljanje vloge predstavnika za upravljanje naročil in logistične procese.
- Strokovnjak na področju celovitosti podatkov (DI) v zvezi z izvajanjem procesov, postopkov in praks za zagotavljanje skladnosti z regulativnimi pričakovanji glede DI.

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

- Univerzitetna stopnja izobrazbe poslovne, ekonomske, IT ali naravoslovne (kemija, farmacija) smeri.
- Minimalno 3 let delovnih izkušenj na področju oskrbovalne verige, financ ali informacijske tehnologije v zdravstveni, kemijski ali drugi procesni industriji.
- Aktivno znanje angleškega jezika.
- Dobro poznavanje SAP orodja.

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.

**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>

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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  
Temporary (Fixed Term)  
Shift Work  
No  
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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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