

# Tehnolog proizvodnih procesov II (m/ž/d) / Process Expert II (m/f/d)

Job ID  
REQ-10032646  
Jan 08, 2025  
Slovenia

## Summary

# #LI-Hybrid

Kot Tehnolog proizvodnih procesov II boste odgovorni za zagotavljanje strokovne pomoči proizvodnji, obvladovanje in optimizacije proizvodnih procesov ter upravljanje procesnih tehnologij in izdelkov. Sodelovali boste pri stalnem izboljševanju kakovosti in produktivnosti, v skladu s trenutno veljavnimi GMP predpisi, SOPji ter veljavnimi smernicami in funkcijskimi standardi (npr. ZVO). Podpirali boste nemoteno delovanje proizvodnje, s ciljem izboljšati kakovost, in skladnost in robustnost procesa.

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We are seeking a Process Expert II. In this role, you will provide front line expert support for all process-specific issues to production within one or more production steps, to participate in execution of processes on-time, continuously improving in quality and productivity, performed in compliance to cGMPs, SOPs and applicable guidelines and functional standards (e.g. HSE...). Support smooth operation of production, with the aim of improving quality and compliance.

## About the Role

### Vaše ključne odgovornosti:

Glavne odgovornosti:

- Zagotavljanje strokovne podpore za vprašanja in izzive, povezane s procesi in proizvodnjo.
- Usklajevanje in sodelovanje pri zagotavljanju pravočasnega dokončanja vseh proizvodnih postopkov v skladu z dokumentacijo in pravili dobre proizvodne prakse (GMP).
- Zagotavljanje pravočasne strokovne podpore proizvodnji v primeru tehničnih težav in skrb za takojšnje izvajanje ustreznih korektivnih ukrepov.
- Spremljanje procesov in ugotavljanje morebitnih trendov ter pravočasno ukrepanje ob opaženih negativnih trendih.
- Zagotavljanje sistematičnega ter pravočasnega posodabljanja proizvodne dokumentacije za potrebe redne proizvodnje, projektnih časovnic in/ali validacij skladno z zahtevami GMP.
- Skrb za prenos informacij in povečanje ozaveščenosti timov v proizvodnji ob težavah ali spremembah, ki imajo vpliv na tehnične dejavnike, kakovost ali ZVO.
- V primeru imenovanja izvajanje usposabljanj in izobraževanj.
- Po potrebi skrb za prenos znanja.

- Udeležba na vseh usposabljanjih oz. izobraževanjih, ki so zahtevana za to delovno mesto, shranjevanje ustreznih dokazil o usposabljanju.
- Druge naloge po navodilu nadrejenega in naloge na podlagi posebnega imenovanja.

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

- Najmanj Univerzitetna diploma iz kemijskega inženirstva, farmacevtske tehnologije, kemije, farmacije ali drug, podobne znanstvene smeri.
- Zaželen magisterij ali ustrezne izkušnje.
- Aktivno znanje angleškega jezika in znanje lokalnega jezika.
- Poznavanje orodja Microsoft Office.

### **Zaželene izkušnje:**

- Poznavanje orodij Excel, Word, Outlook
- Vozniški izpit B kategorije

Z izbranim kandidatom bomo sklenili delovno razmerje za **nedoločen čas** s poskusno dobo **6 mesecev**. Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

### **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.

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### **Key Responsibilities:**

#### Main activities:

- Provide front line expert support for issues and challenges, related to processes and production.
- Coordinate and participate in ensuring the completion of all production operations on time, in accordance with the documentation and in compliance with GMP.
- Ensure on time shop floor support as an expert on technical problems and ensuring that appropriate immediate corrective actions are implemented.
- Monitor processes, identify possible trends and ensure timely interventions in the event of observed negative trends.
- Ensure that all production documents, project timelines and/or validations are systematically and timely up to date for the need of regular production, in compliance with GMP.
- Transfer of information and increase awareness of production teams following problems or modifications having a technical, quality or HSE impact.
- Knowledge transfer if applicable.
- Responsibility for personal and professional development.
- Other tasks as assigned by the supervisor, and tasks based on a specific appointment.

## Essential Requirements:

- BSc. in Engineering, Pharmaceutical Technology, Chemistry, Pharmacy or equivalent scientific degree.
- Desirable MSc. or equivalent experience.
- Fluent in English and proficient in site local language.
- Driving license B category.

## Desirable Requirements:

- Advanced knowledge about Ms Excel, Outlook, Word

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

Submit your application with the CV in Slovenian and English language.

## 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 (Wellbeing), 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.

**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

Mengeš

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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