

# **Ekspert za upravljanje podatkov na področju nabave (m/ž/d) / Procurement Data Management Specialist (m/f/d)**

Job ID  
REQ-10042119  
Mar 10, 2025  
Slovenia

## **Summary**

##LI-Hybrid

We are seeking a Procurement Data Management Specialist. In this role, you will be maintaining effective measures to monitor and ensure that the global process is fully and consistently implemented across the country. Support operations and continuous improvement reviews to define and implement actions and projects to continuously enhance the process effectiveness and efficiency.

## **About the Role**

### **Key Responsibilities:**

- Support the creation, deployment and on-going maintenance of metrics and benchmark to monitor the performance of the global process and its enabling system(s)
- Support the process super user community, ensuring regular engagement, training (including process & tool demo) and collection of feedback.
- Provide guidance and support to the regions and countries and identify areas requiring process and systems reviews.
- Support process reviews in the regions and countries and provide direction to develop and implement action plans to address identified gaps.
- Support the execution of the country/local performance improvement plans.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

### **Essential Requirements:**

- **Ideally minimum 2 years' experience in a similar position within Procurement OR Finance**

- **Required system knowledge of SAP/SAP Ariba/QlikSense**
- **Having any analytical experience is an advantage**
- **Active knowledge of English language**

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), 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.

Kot Ekspert za upravljanje podatkov na področju nabave boste vzdrževali učinkovite ukrepe za spremljanje in zagotavljanje, da se globalni proces v celoti in dosledno izvaja po vsej državi. Podpirali boste operacije in preglede nenehnih izboljšav za opredelitev in izvajanje ukrepov in projektov za nenehno izboljševanje učinkovitosti procesov.

**Vaše ključne odgovornosti:**

- Podpora ustvarjanju, uvajanju in stalnemu vzdrževanju metrik in meril za spremljanje uspešnosti globalnega procesa in njegovih sistemov
- Podpirajte skupnost super uporabnikov procesov, zagotavljajte redno sodelovanje, usposabljanje (vključno z predstavitvijo procesa in orodja) in zbiranje povratnih informacij.
- Zagotavljanje smernic in podpore regijam in državam ter opredelitev področij, ki zahtevajo pregled procesov in sistemov.
- Podpirati preglede procesov v regijah in državah ter zagotavljati usmeritve za razvoj in izvajanje akcijskih načrtov za odpravo ugotovljenih vrzeli.
- Podpirati izvajanje državnih/lokalnih načrtov za izboljšanje uspešnosti.
- Poročanje o tehničnih pritožbah / neželenih dogodkih / posebnih scenarijih v zvezi z izdelki Novartis v 24 urah od prejema - Distribucija vzorcev za trženje (kjer je primerno)

**Vaš doprinos k delovnem mestu:**

- **V idealnem primeru najmanj 2 leti izkušenj na podobnem položaju v okviru upravljanja naročil ali financ**
- **Zahtevano sistemsko znanje SAP/SAP Ariba/QlikSense.**

- **Prednost predstavljajo analitične izkušnje.**
- **Aktivno znanje angleškega jezika.**

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, 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.

**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

Finance

Business Unit

Innovative Medicines

Location

Slovenia

Site

Ljubljana

Company / Legal Entity

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

Functional Area

Procurement

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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