

# Procesni specialist (m/ž/d) / Senior Process Specialist (m/f/d)

Job ID  
REQ-10028549  
Nov. 19, 2024  
Slovenien

## Zusammenfassung

Lokacija: Ljubljana #LI-Onsite

Kot Procesni specialist boste odgovorni za organiziranje, nadziranje in neposredno izvajanje dela v proizvodnem procesu z namenom realizacije proizvodnje, skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji.

## About the Role

### Vaše ključne odgovornosti:

- Upravljanje in sodelovanje pri kompleksnih proizvodnih procesih.
- Opravljanje vseh del in odgovornosti, ki jih opravlja Operater.
- Izvajanje in nadzorovanje vseh dodeljenih dejavnosti v skladu s proizvodnim načrtom in veljavnimi GMP-ji, delovnimi, obratovalnimi, okoljskimi in varnostnimi navodili ter smernicami.
- Uporabljanje in uveljavljanje aktualnih pravil dobre proizvodne prakse (GMP) ter dosledno dokumentiranje aktivnosti v skladu s predpisi dobre proizvodne prakse (GMP).
- Odgovornost za pravočasno in točno pregledovanje in dokumentiranje evidenc o serijah.
- Jasno in natančno dokumentiranje potrebnih opomb v evidencah serije.
- Pravilno in pravočasno izvajanje čiščenj, priprave in sterilizacije (po potrebi) proizvodne opreme in proizvodnih prostorov.
- Nudenje podpore sodelavcem na liniji pri odpravljanju težav na drugi stopnji.

### Vaš doprinos k delovnem mestu:

- Srednješolska stopnja izobrazbe kemijske, strojne, tehnične, farmacevtske, ali druge ustrezne smeri.
- Osnovno znanje angleškega jezika.
- Poznavanje orodja Microsoft Office.
- Minimalno 3 leta ustreznih delovnih izkušenj.

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

Prijavo oddajte z življenjepisom v slovenskem jeziku.

### Kaj nudimo:

Konkurenčen plačni paket, letni bonus, 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.

**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>

Abteilung

Operations

Business Unit

Innovative Medicines

Ort

Slowenien

Website

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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### **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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