

# Vodja nabave za lokacijo (m/ž/d) / Site Procurement Lead (m/f/d)

Job ID  
REQ-10034968  
Gen 13, 2025  
Slovenia

## Sommario

The Site Procurement Lead is responsible for acting the lead procurement contact for assigned sites for all supplier and material related activities under her/his area of responsibility for one or more Procurement categories and holding responsibility for material supply to sites (right time & quality), coordinating site PPV initiatives, External inventory, aligning Direct & Indirect Procurement strategy with sites and providing leadership on implementation and execution of agreed strategy. Working in accordance with legislation, internal rules, good practices and business objectives. Management and development of associates.

If you are passionate about procurement success and ready to take on a new challenge, we encourage you to apply today. Join our team and become an integral part of our mission to make a real impact on a global scale. Don't miss out on this exciting opportunity - apply now to take your career to the next level!

## About the Role

### Key Responsibilities:

- Act as the Single Point of Contact (SPOC) of whole ESO organization for assigned sites and participate in site governance meetings.
- Participate in monthly site calls for Management by Results (MBR) and provide relevant insights and updates.
- Conduct competitive sourcing activities for Tier 3 suppliers to optimize costs and maximize value.
- Drive procurement cost reduction initiatives to achieve cost-saving goals.
- Conduct regular site PPV (Purchase Price Variance) reviews to identify and address any pricing variances.
- Handle level 3 escalations by addressing and resolving critical procurement issues.
- Analyze spend data to identify opportunities for cost savings and develop strategies to optimize procurement spend.
- Manage contracts and ensure consistent application across relevant sub-categories.

### Essential Requirements:

- University diploma in Natural Sciences proffered.
- Minimum 7 years of relevant working experience of which minimum 3 years in a pharma company.
- Excellent and proven senior leadership skills in various cultural and diverse environments, along with strong

influencing skills across all stakeholder groups.

- Proven business acumen, judgement and track record of successfully leading cross divisional and cross functional strategic projects.
- Excellent analytical skills (problem structuring and problem solving), able to handle complex analyses.

We are searching for two positions, which one is mandatory to have strong knowledge of Italian language.

You are kindly invited to submit your application in 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), 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.

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For Slovenia:

Kot **Vodja nabave za lokacijo (m/ž/d)** boste odgovorni za opravljanje vodilne vloge kontakta nabave za dodeljene lokacije za vse aktivnosti glede dobaviteljev in materiala v svojem odgovornem področju za eno ali več nabavnih kategorij ter odgovornost za dobavo materialov na lokacije (pravi čas in kakovost), usklajevanje pobud za zmanjšanje stroškov nabave na lokacijah (PPV), zunanjih zalog, usklajevanje strategije nabave z lokacijami in zagotavljanje vodstva pri izvajanju dogovorjene strategije. Tesno sodelovanje z vodstvenimi timi na lokacijah in podpornimi funkcijami. Delovanje skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji. Skrb za vodenje in razvoj sodelavcev.

Pridružite se nam in postanite naš naslednji talent!

#### **Vaše ključne odgovornosti:**

- Delovati kot glavna kontaktna točka (SPOC) za celotno organizacijo ESO za dodeljene lokacije in sodelovati na sestankih vezanih na skladnost in upravljanje lokacije.
- Sodelovati na mesečnih klicih glede rezultatov (MBR) za lokacije in zagotavljati relevantne uvide in posodobitve.
- Izvajati postopke konkurenčnega iskanja virov za Tier 3 dobavitelje za optimizacijo stroškov in maksimizacijo

vrednosti.

- Voditi pobude za zmanjšanje stroškov nabave za doseg ciljev prihrankov.
- Redno pregledovati PPV (Purchase Price Variance) za lokacije, identificirati in obravnavati morebitne razlike v cenah.
- Ukvarjati se z eskalacijami na 3. stopnji, ki naslavlajo in rešujejo ključne nabavne težave.
- Analizirati podatke o porabi, identificirati priložnosti za prihranke stroškov in razvijati strategije za optimizacijo porabe nabave.
- Upravljaljati pogodbe in zagotavljati dosledno izvajanje v ustrezne podkategorije.

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

- Univerzitetna stopnja izobrazbe naravoslovne smeri
- Minimalno 7 let relevantnih izkušenj, od tega 3 leta v farmaciji.
- Aktivno znanje angleškega jezika.
  
- Odlične veščine vodenja v različnih okoljih, prav tako močne spretnosti vplivanja na vse skupine deležnikov.
- Izkušnje z uspešnim vodenje strateških projektov med oddelki in funkcijami.
  
- Odlične analitične sposobnosti, sposobnost obvladovanja kompleksnih analiz.
- Visoka motiviranost za delo, samostojnost in samoiniciativnost.

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

Iščemo dve delovni mesti, pri čemer je pri enem od njih obvezno močno znanje italijanskega jezika.

### **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.

**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>

Divisione  
Operations  
Business Unit  
Innovative Medicines  
Posizione  
Slovenia  
Sito  
Ljubljana  
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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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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