

Vi š ji skrbnik osnovnih podatkov materialov / Senior Site Master Data Expert

Job ID
REQ-10035767

1月 09, 2025

Slovenia

摘要

As Senior Site Master Data Expert you will be responsible for complex site master data management processes (e.g. cross-divisional set-ups etc.) focused to ensure accurate and timely preparation and maintenance of master data in the ERP system, in accordance with the law, internal regulations (e.g. Novartis Quality Manual), Good Practices, and business objectives.

If you are seeking a challenging yet rewarding opportunity where you can make a significant impact, we encourage you to submit your application. Join our team of passionate individuals who are dedicated to pushing boundaries and shaping the future.

About the Role

- Understanding of Pharmaceutical products, lifecycle events and the impact of master data on

product lifecycle stages.

- Understanding of Business, System Landscape & Processes, with experience in Data Stewardship & Ownership.
- Ensure reconciled master data in all their life-cycle phases and in global business processes.
- Define and manage the processes related to master data for the manufacturing sites.
- Define the responsibility matrix within the master data processes, e.g. the person to define the parameters, the person to update the SAP system by entering accurate values, etc.
- By analyzing the basic requirements, maintaining the attributes in the systems, and ensuring that all the data included in the system are reliable and from the right sources, ensure that the integrity and quality of site master data is established.
- Continuously check the consistency and completeness of master data.
- Verify, edit and amend requests for site data maintenance, while taking into account the processes related to global master data, and the relevant SOPs.

What you will bring to the role:

- University degree in Economics, Natural Sciences or other relevant field (e.g. Information Technology, Mathematics).
- Fluent in written and spoken English.
- Knowledge of Microsoft Office.
- Minimum 2 years of experience in Master Data Operations within Pharmaceutical or Manufacturing Industry.
- Knowledge of programming.

We offer temporary employment, with 6 months of probation period.

You are kindly invited to submit your application in English language, including CV.

You will 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.

For Slovenia:

Lokacija: Ljubljana, #LI-Onsite.

Kot vi š ji skrbnik osnovnih podatkov materialov (m/ ž /~~o~~)oste odgovorni za kompleksne procese na podro ju osnovnih podatkov materialov za podporo proizvodnim lokacijam (npr. med-divizijski modeli poslovanja), osredoto enost na zagotavljanje pravih in pravo asnih osnovnih podatkov materialov v sistemu, skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji.

e i š ete izzivov polno, a hkrati nagrajujo o prilo ž nost, kjer lahko ustvarite pomemben vpliv, vas vabimo, da oddate svojo prijavo. Pridru ž ite se na š i ekipi strastnih posameznikov, ki so predani premikanju meja in oblikovanju prihodnosti.

Va š e klju ne odgovornosti:

- Razumevanje razli nih dogodkov v ž ivljenjskem ciklu farmacevtskih izdelkov in razumevanje vpliva osnovnih podatkov materialov na stopnje ž ivljenjskega cikla izdelka.
- Poglobljeno poznavanje poslovanja, sistemov in procesov, z izku š njami na podro ju upravljanja, nadzora in lastni š tva osnovnih podatkov materialov.
- Zagotavljanje usklajenih osnovnih podatkov materialov v vseh fazah njihovega ž ivljenjskega cikla kot tudi v globalnih poslovnih procesih.
- Opredelitev in upravljanje procesov osnovnih podatkov materialov za proizvodne lokacije.
- Dolo itev matrike odgovornosti za izvajanje aktivnosti na podro ju osnovnih podatkov materialov (npr. oseba za dolo itev parametrov, oseba za posodobitev sistema SAP z vnosom to nih vrednosti itd.).
- Vzdr ž evanje atributov v sistemih na podlagi analize osnovnih zahtev ter zagotavljanje, da so vsi podatki v sistemih zanesljivi in iz pravih virov. Zagotavljanje, da se vzpostavi celovitost in kakovost osnovnih podatkov materialov na proizvodnih lokacijah.
- Neprekinjeno preverjanje skladnosti in celovitosti osnovnih podatkov materialov.
- Preverjanje, urejanje in spreminjanje zahtev za vzdr ž evanje osnovnih podatkov materialov na proizvodnih lokacijah, upo š tevajo procese, povezane z globalnimi osnovnimi podatki in pripadajo imi splo š nimi postopki.

Va š doprinos k delovnem mestu:

- Visoko š olska stopnja izobrazbenaravoslovno-tehni neekonomske ali druge ustrezne smeri (npr. računalni š tvo, informatika, matematika).
- Aktivno znanje angle š kega jezika.
- Poznavanje orodja Microsoft Office.
- Minimalno 2 leti ustreznih delovnih izku š enj s podro ja dela z osnovnimi podatki v farmacevtskem ali proizvodnem podjetju.
- Osnovno znanje programiranja.

Z izbranim kandidatom bomo sklenili delovno razmerje za določeno poskusno dobo 6 mesecev. Prijavo oddajte z živiljenjepisomv slovenskem in angleščem jeziku.

Kaj nudimo:

Konkurenčna plačila paket, letni bonus, fleksibilen načrt dela, možnost 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 utja (Polni življenjski 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 naša 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>

部门
Operations

Business Unit
Innovative Medicines

地点
Slovenia

站点
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.inclusionslo@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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