

## **Manager nabave tretjih dobaviteljev (m/ ž /d) / Supply Operations Manager (m/f/d)**

Job ID  
REQ-10049455

5月 06, 2025

Slovenia

### **摘要**

#LI-Hybrid

Kot Manager nabave tretjih dobaviteljev v skupini za odnose z dobavitelji boste vodili podrobno načrtovanje, razporejanje in upravljanje naročil, da boste strankam zagotovili dogovorjeno raven uspešnosti dobave, razvili in upravljali odnos z zunanjimi dobavitelji in strankami za vse zadeve, povezane z dobavo, kot so načrtovanje povpraševanja / ponudbe, analiza in upravljanje naročil, da se zagotovi visoka raven storitev za stranke, vključno z upravljanjem zalog za brezplačne komponente, ki jih dobavijo stranke.

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We are seeking a Supply Operations Manager within Supplier Relationship Team. In this role, you will drive detailed planning, scheduling, and order management to assure agreed delivery performance level to customers, develop and manage the relationship with External Suppliers and to customers for all supply related matters, such as demand / supply planning, analysis and order

management to guarantee high customers service levels including stock management for free of charge customer-supplied components.

## About the Role

### Va š e ključne odgovornosti

- Odgovornost za naloge izpolnjevanja naročil za izdelke, izdelane pri zunanjih dobaviteljih v okviru skupin za odnose z dobavitelji.
- Odgovornost za pravočasno izpolnjevanje naročil, vključno z organizacijo in upravljanjem fizičnega pošiljanja blaga v sodelovanju s špediterji.
- Srečanje s pogodbenimi proizvodnimi organizacijami (CMO), da bi razpravljali o KPI-jih za dobavo in poslovanje, da bi zagotovili povratne informacije o uspešnosti, analizo temeljnih vzrokov in uvedeli izboljšave.
- Načrtovanje in izvedba sestankov za načrtovanje prodaje in operacij (S&OP) z dobavitelji.
- Analizirajte zaloge, za ugotavljanje, kako povečati obrate zalog, zmanjšati odpadke / odpise ali optimizirati KPI-je / raven storitev za stranke.
- Oblikovati in izvajati modele dobavne verige, ki podpirajo poslovne strategije, ki se lahko prilagodijo spreminjajočim se tržnim razmeram, novim poslovnim priložnostim ali strategijam za zmanjšanje stroškov.
- Vzpostavitev in nadziranje optimalnega načrta oskrbe s ciljem uravnovežiti raven storitev za stranke, proizvodne zmogljivosti pri zunanjem dobavitelju, raven zalog in operativne stroške v skladu s proračunom.
- Sodelovanje pri usklajevanju sprememb izdelkov, razširitev proizvodnih linij, lansiranja novih izdelkov in odprodaj, da se zagotovi urejen in pravočasen prehod proizvodnega toka.

### Va š doprinos k delovnem mestu

- Vsaj 3-5 let izkušenj na področju načrtovanja v operativnem okolju.
- Univerzitetna / višja izobrazba (diploma). Zaželen je magisterij / druga višja stopnja izobrazbe.
- Izkušnje z delom v okolju dobre proizvodne prakse.
- Napredno znanje v programih MS Office
- Poznavanje načel farmacevtskih operacij in praks dobavne verige.
- Načela dobavne verige - poznavanje in razumevanje načel upravljanja materialov, kot so nakup, distribucija, uvoz / izvoz, prevoz itd.
- Farmacevtska proizvodnja - zaželeno poznavanje farmacevtskih operacij in industrijskih praks.
- Potrebne so dobre komunikacijske spretnosti, tekoče znanje strokovnega pisnega in govornega angleškega jezika.

Z izbranim kandidatom bomo sklenili delovno razmerje za **določeno čas 1 leta** poskusno dobo **6 mesecev**. Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

## Kaj nudimo:

Konkurenčni plačni paket, letni bonus, fleksibilen načina dela, možnost 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 vključeni) 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.

V Novartisu si prizadevamo k vključenosti oseb z invalidnostjo in zagotavljanju ustreznih prilagoditev delovnega okolja posameznikom z omejitvami. V kolikor zaradi bolezni ali invalidnosti potrebujete ustrezne prilagoditve v kateremkoli delu selekcijskega procesa oziroma potrebujete prilagoditve pri izvajanju osnovnih nalog na delovnem mestu, nam pišite na naslov [diversity.inclusionslo@novartis.com](mailto:diversity.inclusionslo@novartis.com) in navedite, kakšne prilagoditve potrebujete ter vaše kontaktne podatke. Prosimo, vključite tudi podatek o številki razpisa, na katerega se prijavljate.

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## Key Responsibilities:

- Responsible for order fulfilment tasks for products manufactured at External Suppliers within scope of Supplier Relationship Teams.
- Responsible for timely order fulfilment including organization and management of physical shipment of goods in collaboration with freight forwarders.
- Meet with Contract Manufacturing Organizations (CMOs) to discuss supply and business KPI's to provide performance feedback, root cause analysis and implement improvements.
- Design and execute Sales & Operations Planning (S&OP) meetings with Suppliers.
- Analyse inventories to determine how to increase inventory turns, reduce waste / write offs, or optimize KPI's / Customer Service Level.
- Design and implement supply chain models that support business strategies which can adapt to changing market conditions, new business opportunities, or cost reduction strategies.
- Establish and oversee an optimal supply plan, with the goal to balance customer service level, production capabilities at external supplier, inventory level and operational cost according to budget.
- Participate in the coordination of product changes, product line extensions, new product launches and divestments to ensure orderly and timely transitions of production flow.

## Essential Requirements:

- 3-5 years of planning experience in operations environment is required.
- University / Advanced degree is required. Master's Degree / other advanced degree is

preferred.

- Experience working in a Good Manufacturing Practice environment.
- Advanced knowledge in MS Office programs
- Knowledge of pharmaceutical operations principles and supply chain practices.
- Supply Chain Principles - knowledge and understanding of Materials Management principles such as purchasing, distribution, import/export, transportation, etc.
- Pharmaceutical Production - knowledge of pharmaceutical operations and industry practices, preferred.
- Good communication skills, fluent knowledge of professional written and spoken English language is required.

We offer **temporary employment of 1 year** 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.

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](mailto: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.

**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>

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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](mailto: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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