

Operativni vodja DD&IT ITOT OPS Avtomat./Associate Director DDIT ITOT OPS Automation

Job ID
REQ-10061171

9月 02, 2025

Slovenia

摘要

#LI-Hybrid

Odgovornost za strateško usklajevanje in implementacijo pobud za avtomatizacijo na globalni in lokalni ravni posameznih funkcij. Zagotavljanje podatkovne integritete in usklajenosti procesov na ravni L4 z uporabo internih orodij in procesov. Podpora pri razvoju in implementaciji strategije avtomatizacije ter odgovornost za natančno poročanje in učinkovito vključevanje ključnih deležnikov. Delovanje skladno z zakonodajo, internimi pravili, dobrimi praksami in poslovnimi cilji

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Responsible for driving the strategic alignment and operational execution of automation initiatives across global and site-level functions. Ensuring the integrity and alignment of L4 process data with internal tools and flows. Supports the development and execution of automation strategies, and facilitates accurate reporting and stakeholder engagement. Working in accordance with legislation, internal rules, good practices and business objectives.

About the Role

Minimalno 5 let delovnih izkušenj v farmacevtski industriji ali proizvodnji ali informacijski tehnologiji

Glavne odgovornosti

Usklajevanje procesov in kakovost podatkov

- Sodelovanje z globalnimi lastniki procesov (GPO) posameznih funkcij in lokacij, za zagotavljanje natančnosti in usklajenosti procesnih podatkov na ravni L4 s procesi Adonis-a.
- Preverjanje in pregledovanje odstotkov izračunov avtomatizacije za L4 procese.
- Zagotavljanje kakovosti in konsistentnosti podatkov v orodjih za spremljanje avtomatizacije.

Strategija in izvedba avtomatizacije

- Sodelovanje pri oblikovanju in optimizaciji celotne strategije avtomatizacije ter implementaciji podobnih iniciativ.
- Vpeljava novih funkcij v program avtomatizacije ter zagotavljanje njihove učinkovitosti in nemotene integracije.
- Vzdrževanje ažurne evidence primerov uporabe avtomatizacije, vključno s prednostmi ter definiranimi stopnjami avtomatizacije.
- Sodelovanje z globalno kontaktno osebo (SPOC) za avtomatizacijo funkcij, platform in lokacij za analiziranje poslovnih potreb na področju avtomatizacije ter pospeševanje implementacije avtomatizacijskih rešitev na lokacijah, platformah in v globalnih funkcijah.

Poročanje in komunikacija

- Sodelovanje pri pripravi mesečnih poročil in komunikacije za interne in zunanje deležnike, z zagotavljanjem natančnih podatkov in strukturiranih informacij.

Vaš doprinos k delovnem mestu

- Univerzitetna stopnja izobrazbe s področja IT, naravoslovno tehnične smeri (strojna, elektro), ekonomske ali druge ustrezne smeri

- Minimalno 5 let delovnih izkušenj v farmacevtski industriji ali proizvodnji ali informacijski tehnologiji
- Aktivno znanje angleškega jezika (ustno in pisno)

Ugodnosti in nagrajevanje: Konkurenčni plačni paket, letni bonus, fleksibilen načina dela z možnostjo prilagajanja urnika in delom od doma, pokojninska shema, shema nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in fizičnega počutja (iniciativa Polni življenja), številne priložnosti za učenje in razvoj.

Predani smo raznolikosti in vključnosti Novartis si prizadeva ustvariti izjemno, vključujočo delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naša bolnika in skupnosti, ki jih oskrbujemo.

Dostop in prilagoditve: V Novartisu si prizadevamo k vključnosti 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 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:

Process Alignment & Data Quality

- Collaborate with Global Function GPO (global process owner) 's and Site GPOs to ensure L4 process data is accurate and aligned with Adonis flows.
- Validate and review the percentage of automation calculations for L4 process level.
- Ensure data quality and consistency in the automation tracking tools.

Automation Strategy & Execution

- Support the creation and refinement of the overall automation strategy and related initiatives.
- Onboard new functions into the automation program and ensure seamless integration.
- Maintain up-to-date records of automation use cases, including benefits and automation levels.

- Work closely with Global Function/Platform/Site Automation SPOC to understand Automation business needs and accelerate automation across sites, platforms, and global functions.

Reporting & Communication

- Assist in preparing monthly reports and communications for internal and external stakeholders.

Essential Requirements:

- University degree in IT, Technical sciences (mechanical, electrical), economy or other related field
- Minimum 5 years of experience in pharmaceutical industry or manufacturing or in IT department
- Business fluent in English (written and spoken)

We offer permanent employment with 6 months of probation period. Submit your application with the CV in Slovenian and English language.

Benefits and Rewards: 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 (Well-being), 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.

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.

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>

Benefits and Rewards: Learn about all the ways we ' ll help you thrive personally and professionally.
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部门
Operations

Business Unit
Information Technology

地点
Slovenia

站点
Ljubljana

Company / Legal Entity
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area
Technology Transformation

Job Type
Full time

Employment Type
Regular

Shift Work
No

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