

## Planer naročanja (m/ ž /d) / Scheduling manager (m/f/d)

Job ID  
REQ-10066759

11月 20, 2025

Slovenia

### 摘要

#LI-Hybrid

Primarna lokacija / Primary Location: Ljubljana, Slovenija

Druga lokacija / Additional Location: Varšava, Poljska

Pridružite se nam kot Planer naročanja (m/ ž /d) in prevzemite ključno vlogo pri zagotavljanju nemotenega pretoka izdelkov in operativne odličnosti. Na tem delovnem mestu boste delovali kot zaupanja vreden partner med strankami, dobavitelji in več funkcijskimi ekipami ter skrbeli za nemoteno izvedbo. Vaše strokovno znanje bo zagotavljalo natančno nastavitev sistemov, pravočasne preglede povpraševanja ter skladnost z regulativnimi standardi. To je vaša priložnost, da vplivate na optimizacijo procesov, spodbujate sodelovanje ter zagotavljate kakovost in stroškovno učinkovitost

Join us as a Scheduling Manager (m/f/d) and play a pivotal role in ensuring seamless product flow and operational excellence. In this position, you'll act as a trusted partner between customers, suppliers, and cross-functional teams, driving smooth transactional execution. Your expertise will guarantee accurate system set-up, timely demand reviews, and compliance with regulatory standards. This is your opportunity to make an impact by optimizing processes, fostering

collaboration, and delivering quality and cost efficiency.

## About the Role

Vaš e ključ ne odgovornosti:

- Spremljanje in vzdrževanje natančnih sistemskih transakcij za upravljanje naročil in zagotavljanje vseh pomembnih dokumentov in odobritev, ki so potrebni za stalen pretok izdelkov.
- Zagotavljanje pravočasne razpoložljivosti dokumentacije in odobritev za nemoten pretok izdelkov.
- Usmerjanje strank glede vračil, odpisov, popustov ter dobropisov/bremenopisov v skladu s SOP.
- Izvajanje sistemskih rezervacij za vračila in izdaja dobropisov v finančnih rokih.
- Določanje prednostnih fizičnih dobav v sodelovanju z logističnimi strokovnjaki za izpolnitev poslovnih potreb.
- Delovanje kot eskalacijska točka za dodeljene stranke ter hitro reševanje sistemskih težav.
- Spodbujanje proaktivne komunikacije s strankami, dobavitelji in internimi ekipami za zagotavljanje visoke ravni storitev.

Vaš doprinos k delovnem mestu:

- Univerzitetna izobrazba naravoslovne ali družboslovne smeri.
- Tekoče znanje angleškega jezika.
- Najmanj 3 leta relevantnih izkušenj na področju oskrbovalne verige.
- Odlično poznavanje ERP sistemov in upravljanja glavnih podatkov.
- Izjemne komunikacijske sposobnosti in sposobnost upravljanja težav.
- Zmožnost določanja prioritete in reševanja težav v časovnih omejitvah.

Z izbranim kandidatom bomo sklenili delovno razmerje za določeno ~~as~~poskusno dobo 6 mesecev. Prijavo oddajte z življenjepisom v angleškem jeziku.

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.

Preberite naš priročnik, da spoznate našine, s katerimi bomo spodbujali vaš osebni in profesionalni razvoj: <https://www.novartis.com/careers/benefits-rewards>

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

Zakaj Novartis: Pomagati bolnikom in njihovim družinam zahteva več kot le inovativno znanost. Potrebna je skupnost zavzetih ljudi, kot ste vi. V Novartisu cenimo sodelovanje, podporo in navdihovanje drug drugega za razvoj prebojnih terapij, ki spreminjajo življenja pacientov. Ste pripravljeni ustvariti svetlejšo prihodnost skupaj z nami?

<https://www.novartis.com/about/strategy/people-and-culture>

Pridružite se Novartisu. Ni pravo delovno mesto za vas? Prijavite se v našo bazo talentov, da ostanete v kontaktu z nami in se seznanite z ustreznimi kariernimi priložnostmi takoj, ko se pojavijo:

<https://talentnetwork.novartis.com/network>

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#### Key Responsibilities:

- Monitoring and maintaining accurate system transactions for order management and ensuring the availability of all essential documents and approvals required for continuous product flow.
- Ensure timely availability of documentation and approvals for uninterrupted product flow.
- Guide customers on returns, write-offs, rebates, and credit/debit notes per SOPs.
- Perform system bookings for returns and issue credit notes within financial timelines.
- Prioritize physical deliveries in collaboration with logistics experts to meet business needs.
- Act as escalation point for assigned customers, driving swift resolution of system issues.
- Foster proactive communication with customers, suppliers, and internal teams to ensure high service levels.

#### Essential Requirements:

- University degree in Natural or Social sciences.
- Fluent in English.
- Minimum 3 years of relevant experience in Supply Chain.
- Strong knowledge of ERP systems and master data management.
- Excellent communication and stakeholder management skills.
- Ability to prioritize tasks and resolve issues under time constraints.

We offer temporary employment with 6 months of probation period. Submit your application with the CV in 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.

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: 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

Production / Manufacturing

地点

Slovenia

站点

Ljubljana

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Alternative Location 1

Warsaw, Poland

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.

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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