

Koordinator sprememb potiskane ovojnine (m/ ž /d) / Artwork Change Coordinator (m/f/d)

Job ID
REQ-10068803

12月 19, 2025

Slovenia

摘要

#LI-Hybrid

Lokacija: Ljubljana, Slovenija

Ste pripravljeni prevzeti ključno vlogo pri zagotavljanju skladnosti in kakovosti embalaže? Kot Koordinator sprememb potiskane ovojnine (m/ ž /d) boste odgovorni za procese, ki podpirajo proizvodne lokacije pri vodenju in izvajanju projektov na področju potiskane ovojnine. Vaša naloga bo zagotoviti strokovno znanje, učinkovito koordinacijo in jasno komunikacijo z različnimi deležniki, ob visoki osredotočenosti na kupce. S svojim delom boste prispevali k skladni pripravi in implementaciji potiskane ovojnine, skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji. Če iščete dinamično okolje, kjer se natančnost prepleta z globalnim vplivom, je to priložnost za vas.

Location: Ljubljana, Slovenia

Are you ready to take on a key role in ensuring packaging compliance and quality? As a Artwork Change Coordinator (m/f/d), you will be responsible for processes that support manufacturing sites in

managing and executing projects related to artworks. Your mission will be to provide expert knowledge, effective coordination, and clear communication with various stakeholders, while maintaining a strong customer focus. Through your work, you will contribute to the compliant artwork creation and implementation in line with legislation, internal guidelines, best practices, and business objectives. If you are looking for a dynamic environment where precision meets global impact, this is the opportunity for you.

About the Role

Va š e klju č ne odgovornosti:

- Upravljanje celotnega procesa potiskane ovojnine od zahtevka do potrjene specifikacije.
- Koordinacija projektov sprememb potiskane ovojnine (tekstovne, tehni č ne, odprodaje) v skladu z internimi standardi.
- Dolo č anje prioriteta za pravo č asno dobavo potiskane ovojnine proizvodnim lokacijam.
- Zagotavljanje skladnosti z Good Manufacturing Practice (GMP), zakonodajo in internimi predpisi ter upravljanje sprememb.
- Komunikacija in usklajevanje z globalnimi dobavitelji ter dele žniki na proizvodnih lokacijah.
- Proaktivno poro č anje o odstopih in izvajanje korektivnih ter preventivnih ukrepov.
- Upravljanje kosovnic kon č nih izdelkov skozi celoten ž ivljenjski cikel (kreiranje, vzdrž evanje, ukinitve).
- Implementacija stalnih izboljš av procesov za operativno odli č nost in ve č jo produktivnost.

Va š doprinos k delovnem mestu:

- Visoko š olska stopnja izobrazbe naravoslovno-tehni č ne, ekonomske ali druge ustrezne dru ž boslovne smeri.
- Aktivno znanje angle š kega jezika.
- Poznavanje orodja Microsoft Office
- Za ž elene izku š nje s podro č ja dela s potiskano ovojnino v farmacevtskem ali proizvodnem podjetju.
- Mo č ne komunikacijske in organizacijske sposobnosti ter sposobnost dolo č anja prioriteta.

Za ž elene izku š nje:

- Izkazan interes in osnovne izku š nje s podro č ja IT in računalni š kega programiranja.

Z izbranim kandidatom bomo sklenili delovno razmerje za dolo č en č asposkusno dobo 6 mesecev. Prijava oddajte z ž ivljenjepisom v slovenskem in angle š kem jeziku.

Ugodnosti in nagrajevanje: Konkuren č en pla č ni paket, letni bonus, fleksibilen nač in dela z mo ž nostjo prilagajanja urnika in delom od doma, pokojninska shema, mo ž nost vklju č itve v kolektivno zdravstveno zavarovanje, shema nagrajevanja in priznanja dose ž kov, raz š irjeni program promocije

zdravja na področju fizičnega in duševnega dobrega počutja ter delovne obremenitve (Polni življenja.), številne priložnosti za učenje in razvoj.

Preberite naš priročnik, da spoznate načine, 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, vključujočo 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>

Key Responsibilities:

- Manage the entire artwork process from request to approved specification.
- Coordinate artwork change projects (textual, technical, phase-out) in accordance with internal standards.
- Set priorities to ensure timely delivery of high-quality artworks to manufacturing sites.
- Ensure compliance with Good Manufacturing Practice (GMP), legislation, and internal guidelines, including change management.
- Communicate and align with global suppliers and stakeholders at manufacturing sites.
- Proactively report deviations and implement corrective and preventive actions.
- Manage bills of materials throughout the product lifecycle (creation, maintenance, deactivation).
- Drive continuous process improvements to achieve operational excellence and higher productivity.

Essential Requirements:

- University degree in natural sciences, technical, economic, or other relevant social sciences.
- Active knowledge of English language (written and spoken).
- Proficiency in Microsoft Office tools.
- Preferred experience with printed packaging in a pharmaceutical or manufacturing environment.
- Strong communication and organizational skills with the ability to set priorities.

Desirable Requirements:

- Demonstrated interest and basic experience in IT and computer programming.

We offer temporary 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, possibility of joining collective health insurance scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical and mental well-being and managing workload (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: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

部门

Operations

Business Unit

Product Supply Chain

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

```
function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer69c08a568a7b7286325984"); var mediaContainer =
mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px";
var originalWidthValue = parseFloat(originalWidth); var originalHeightValue =
parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; // Get computed styles
of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var
finalWidth = parseFloat(parentStyles.width); if (finalWidth  var config = { targetId:
"kalturaplayer69c08a568a7b7286325984", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false,
allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: {
disable: true }, "playkit-js-transcript":{ position: "right", // Default: bottom;( ' left ', ' right', ' top ', 'bottom' ) to
enable transcript. expandMode: "over", // Default: alongside;( ' alongside', ' hidden ', 'over' )
expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable:
true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false },
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; config.plugins.preventSeek = { preventSeekForward:
false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = {
position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-
js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true };
config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true };
config.ui.uiComponents = []; config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
```

```
config.plugins.googleTagManager.customEventsTracking.custom = [];  
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:  
false, playlistEvents: false, castEvents: false } };
```

```
try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof  
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var  
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other  
media. kalturaPlayer.loadMedia({entryId: "1dgvfmafo"}); setTimeout(() => {  
setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) {  
players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => {  
players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause ===  
'function') { otherPlayer.pause(); } } ); } ); } } catch (e) { console.error(e.message) }
```



VIDEO

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.

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1. <https://www.novartis.com/careers/benefits-rewards>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. <https://talentnetwork.novartis.com/network>
4. <https://www.novartis.com/about/strategy/people-and-culture>
5. <https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>
6. <mailto:diversity.inclusionslo@novartis.com>
7. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Ljubljana/Koordinator-s-prememb-potiskane-ovojnine--m--d---Artwork-Change-Coordinator--m-f-d-REQ-10068803-1>
8. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Ljubljana/Koordinator-s-prememb-potiskane-ovojnine--m--d---Artwork-Change-Coordinator--m-f-d-REQ-10068803-1>