

Manager nabave (m/ ž /d) / Procurement Manager (m/f/d)

Job ID
REQ-10073881

3月 16, 2026

Slovenia

摘要

#LI-Hybrid

Lokacija / Location: Ljubljana, Slovenia

Interni naziv pozicije / Internal job title: Manager nabave (m/ ž /d) / Procurement Manager (m/f/d)

Stopite v vlogo, kjer va š e znanje nabave in upravljanja pogodb neposredno krepi strate š ko odlo č anje na na š ih lokacijah. Kot zaupanja vreden partner klju č nim dele ž nikom boste oblikovali odnose z dobavitelji, vodili pogajanja in zagotavljali, da vsak dogovor prina š a vrednost, skladnost in dolgoro č no zanesljivost. Va š e delo bo klju č no pri zagotavljanju materialov in partnerstev, ki omogo č ajo nemoteno delovanje na š ih lokacij, najoptimalnej š e nabavne odlo č itve ter trajnostno ustvarjanje vrednosti v na š em nabavnem okolju.

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Step into a role where your expertise in procurement and contract management strengthens strategic decision - making across our sites. As a trusted partner to stakeholders, you will shape supplier relationships, steer contract negotiations, and ensure that every engagement delivers value, compliance, and long - term reliability. Your work will play a key role in securing the materials and partnerships needed to keep our operations running smoothly, enabling smarter sourcing decisions

and contributing to sustainable value creation across our procurement network.

This role is based in Ljubljana, Slovenia. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

About the Role

Va š e klju č ne odgovornosti:

- Delovanje kot glavni nabavni kontakt za dolo č ene lokacije ter zagotavljanje u č inkovito komunikacijo in sodelovanje.
- Vodenje pogajanj o pogodbah in skrb za skladno ter dosledno uporabo v vseh relevantnih podkategorijah.
- Izvajanje konkuren č nih nabavnih aktivnosti za dobavitelje z namenom pove č anja vrednosti in zni ž anja stro š kov.
- Spodbujanje pobud za zni ž evanje stro š kov in podpiranje doseganja letnih ciljev produktivnosti.
- Analiziranje podatkov o porabi, prepoznavanje prihrankov in razvijanje ciljno usmerjene nabavne strategije.
- Upravljanje informacij o dobaviteljih in materialih.
- Upravljanje eskalacij in re š evnje kriti č nih nabavnih izzivov za zagotavljanje nemotenega delovanja.
- Pripravljanje in predstavljanje nabavnih vpogledov za vodstva lokacij in druge strate š ke forume.
- Podpiranje izvajanja globalnih in lokalnih nabavnih strategij v dodeljenih poslovnih podro č jih.
- Gradnja mo č nih odnosov z dele žniki in dobavitelji za dolgoro č no u č inkovito sodelovanje in ustvarjanje vrednosti.

Va š doprinos k delovnem mestu:

- Univerzitetna izobrazba s podro č ja farmacije, kemije, kemijskega in ž enirstva ali sorodnega podro č ja ali poslovnih ved.
- Zelo dobro znanje angle š kega jezika v pisni in ustni obliki.
- Najmanj tri leta relevantnih izku š enj na podro č ju nabave ali nabavnih procesov.
- Izku š nje z upravljanjem pogodb in sodelovanjem z dobavitelji.
- Sposobnost analize podatkov ter pretvarjanja vpogledov v prakti č ne odlo č itve.

- Dokazana sposobnost učinkovitega sodelovanja s sodelavci iz različnih funkcij.

Zaželeno izkušnje:

- Izkušnje z nabavnimi sistemi ter z analitičnimi ali vizualizacijskimi orodji.
- Izkušnje na področju kategorijskega vodenja, priprave pogodb, pogajanj in analize celotnih stroškov lastništva.

Z izbranim kandidatom bomo sklenili delovno razmerje za nedoločeno časovno dobo 6 mesecev. Prijavo oddajte z živiljenjepisom v slovenskem in angleškem jeziku.

Ugodnosti in nagrajevanje:

Konkurenčni plačnik paket, letni bonus, fleksibilen način dela z možnostjo prilagajanja urnika in delom od doma, pokojninska shema, možnost vključitve v kolektivno zdravstveno zavarovanje, shema nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju fizičnega in duševnega dobrega počutja ter delovne obremenitve (Polni živiljenja), 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 vključnostiNovartis 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>

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Key Responsibilities:

- Act as the primary procurement contact for assigned sites, ensuring seamless communication and collaboration.
- Lead contract negotiations and ensure consistent, compliant application across relevant procurement sub-categories.

- Conduct competitive sourcing activities for Tier 3 suppliers to maximize value and reduce costs.
- Drive cost - saving initiatives and support delivery of annual productivity and efficiency targets.
- Analyze spending data to identify savings opportunities and develop actionable procurement strategies.
- Oversee Supplier Information Management and Material Data Governance to maintain accurate supplier records.
- Manage escalations and resolve critical procurement issues to ensure operational continuity.
- Prepare and present procurement insights for site reviews and leadership decision - making forums.
- Support implementation of global and local procurement strategies across assigned business areas.
- Build strong relationships with stakeholders and suppliers to enhance collaboration and long - term value creation.

Essential Requirements:

- University degree in pharmacy, chemistry, chemical engineering or a related field, or in business studies.
- Strong spoken and written English skills.
- Minimum three years of relevant procurement or sourcing experience.
- Experience in contract management and supplier engagement.
- Ability to analyze data and translate insights into actionable decisions.
- Proven capability to collaborate effectively with cross - functional stakeholders.

Desirable Requirements:

- Experience with procurement systems and with data analysis or visualization tools.
- Experience in category management, contract drafting and negotiation, and total cost of ownership analysis.

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, 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

Production / Manufacturing

地点

Slovenia

站点

Ljubljana

Company / Legal Entity

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

Functional Area
Procurement

Job Type
Full time

Employment Type
Regular

Shift Work
No

```
function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer69c0ab050371b017215057"); 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:
"kalturaplayer69c0ab050371b017215057", 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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