

Operativni planer II (m/ ž /d) / Operational Scheduler II

Job ID
REQ-10089736

十月 20, 2026

Slovenia

摘要

#LI-Onsite

Location: Ljubljana, Slovenia

Relocation Support: This role is based in Ljubljana, Slovenia. Novartis is unable to offer relocation support: please only apply if accessible.

Kot Operativni planer (m/ ž /d) boste skrbeli za kratkoročno planiranje proizvodnje ter pripravo podrobnih in izvedljivih proizvodnih planov. Določite ali optimizirate boste zaporedje proizvodnih aktivnosti, sprejmete ali proizvodne naloge ter zagotavljate pravočasno razpoložljivost potrebnih materialov in proizvodnih kapacitet. Pri svojem delu boste zagotavljali skladnost z veljavno zakonodajo, dobrimi praksami, internimi zahtevami in poslovnimi cilji.

Take ownership of short-term production scheduling, translating production needs into detailed, finite schedules for the shop floor. You will define and optimize production sequences, release orders to production, and ensure the availability of materials and capacity, while working in line with applicable regulations, Good Practices, internal requirements, and business objectives.

About the Role

Va š e ključ ne odgovornosti

- Upravljanje proizvodnih nalogov v sistemu ERP, vključno s pravočasnim sproščanjem in zaključevanjem nalogov.
- Spremljanje ključnih kazalnikov uspešnosti na področju planiranja proizvodnje ter sodelovanje pri pripravi poročil.
- Tesno sodelovanje z vodji proizvodnih enot pri spremljanju proizvodnega plana ter pravočasnem prepoznavanju potreb po kadrih, morebitnih tveganjih in priložnostih.
- Aktivno sodelovanje pri izboljševanju in optimizaciji procesov planiranja z namenom učinkovitejšega izvajanja proizvodnje.
- Priprava in redno vzdrževanje izvedljivega proizvodnega plana ob upoštevanju razpoložljivosti materialov in proizvodnih zmogljivosti.
- Določanje in redno optimiziranje zaporedja proizvodnih nalogov znotraj obdobja planiranja ob upoštevanju potreb proizvodnje, kakovosti, podpornih funkcij in kupcev.
- Redno poročanje o statusu proizvodnega plana na dnevnih sestankih ter pravočasno obveščanje o pričakovanih izzivih ali omejitvah.
- Dnevno spremljanje poteka proizvodnje ter prilagajanje prioritet ob nepredvidenih dogodkih, vključno s pravočasnim obveščanjem proizvodnih ekip o potrebnih spremembah.
- Skrb za kakovost in ažurnost matičnih podatkov, povezanih s planiranjem, ter pripadajočega poročanja.
- Analiziranje odstopanj med proizvodnim planom in dejansko izvedbo, vključno z zamudami ali predčasnimi zaključki, ter sodelovanje pri pripravi ustreznih korektivnih ukrepov.
- Sodelovanje pri obravnavi odstopanj, povezanih z operativnim planiranjem.

Va š doprinos k delovnem mestu:

- Zaželeno visokošolska izobrazba kemijske, farmacevtske, ekonomske oziroma druge ustrezne smeri.
- Tekoče znanje slovenskega in angleškega jezika.
- Izkušnje ali osnovno poznavanje področja planiranja proizvodnje, oskrbovalne verige ali logistike predstavljajo prednost, niso pa pogoj.
- Poznavanje sistema SAP S/4HANA in zanimanje za delo s sistemi ter procesi na področju planiranja proizvodnje.
- Dobre komunikacijske sposobnosti ter sposobnost jasnega, profesionalnega in spoštljivega sodelovanja z različnimi deležniki.
- Logično in praktično razmišljanje pri reševanju izzivov ter dober občutek za določanje prioritete in prepoznavanje situacij, ki zahtevajo hitro ukrepanje.

Z izbranim kandidatom bomo sklenili delovno razmerje za **nedoločen čas** poskusno dobo **6 mesecev**. Prijavo oddajte z živiljenjepisom v slovenskem in angleškem jeziku.

Nagrajevanje:

V Novartisu smo zavezani k soustvarjanju prihodnosti medicine ter priznavanju in nagrajevanju ljudi, ki to omogočajo.

Pričakovani letni osnovni razpon plače za delovno mesto **22.050 - 40.950 €**

Osnovna plača se določa na podlagi vnaprej opredeljenih in transparentnih kriterijev, kot so relevantne veščine, kompetence in izkušnje, ne glede na spol, ter v skladu z Novartisovo politiko določanja plač. Po zaposlitvi v Novartisu se plača periodično pregleda v skladu z internimi akti in postopki.

Plačna enakost je temeljno načelo naše kadrovske politike in odražana naša zaveza k ustvarjanju raznolikega, pravičnega in vključujočega okolja, ki vse zaposlene obravnava dostojanstveno in spoštljivo, kot je opredeljeno v našem Kodeksu etike.

Poleg osnovne letne bruto plače so zaposleni upravičeni tudi do spodaj navedenih ugodnosti:

- **Letni bonus**, ki pripada vsakemu zaposlenemu: 10% letne plače.
- **Regres za dopust**: Leta 2025 je znašal 2.496 € (neto). Za leto 2026 znaša 2.678,28 € (neto).
- **Nagrada za poslovno uspešnost**: Leta 2025 je znašala 2.538,64 € (bruto), skupaj z zimskim regresom.
- **Prostovoljno dodatno pokojninsko zavarovanje**: Novartis v Sloveniji zagotavlja prostovoljno dodatno pokojninsko zavarovanje (5,844 % bruto izplačila, letno omejeno na 3.054,65 €).
- **Zavarovanje**:
 - **Dodatno nezgodno zavarovanje**: V času zaposlitve pri Novartisu je zaposleni 24/7 zavarovan za primer smrti ali invalidnosti, ki bi bila posledica nezgode.
 - **Zavarovanje - Specialisti**: Kolektivno zdravstveno zavarovanje, ki omogoča hitrejši dostop do specialističnih zdravstvenih storitev pri Zavarovalnici Triglav d.d. za vas in vašo družinsko članico.
- **Care Connect**: Program, ki ponuja zaupno, osebno podporo za vašo duševno zdravje in dobro počutje s pomočjo terapij, svetovanj, orodij in še mnogo več.
- Ostale ugodnosti v skladu z zakonom in kolektivno pogodbo: **Prevoz, prehrana ter ostali dodatki**.

Preberite bro š uro in izvedite ve č o na š em sistemu nagrajevanja:

<https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>

Opomba: Ugodnosti se lahko razlikujejo glede na drž avo ter so skladni z lokalno zakonodajo, vklju č no z dolo č ili kolektivnih pogodb. Celovit pregled va š ega paketa prejemkov, vklju č no z morebitnimi relevantnimi dolo č bami kolektivne pogodbe, ki veljajo za va š o delovno mesto glede na lokacijo zaposlitve in delodajalca Novartis, vam bo posredovan v okviru nadaljnjih korakov zaposlitvenega postopka.

Predani smo raznolikosti in vklju č enostiNovartis si prizadeva ustvariti izjemno, vklju č ujo č e delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo na š e bolnike in skupnosti, ki jih oskrbujemo.

—

Key Responsibilities

- Manage production orders in the ERP system, including on time order release and closure.
- Monitor key performance indicators related to production planning and support reporting activities.
- Work closely with Production Unit Leads to monitor the production plan and proactively identify staffing needs, risks and opportunities.
- Actively contribute to continuous improvement and optimization of planning processes to improve production efficiency.
- Develop and maintain a feasible production plan, considering material availability and production capacity.
- Establish and regularly optimize the sequence of production orders within the Planning Time Fence, considering Production, Quality, support-function requirements and customer needs.
- Report the production plan status at daily Tier meetings and ensure effective communication of expected issues or constraints.
- Monitor daily production activities and manage priorities in case of unplanned events, communicating necessary changes to Production teams.
- Ensure the quality and maintenance of planning master data and related reporting.
- Analyze deviations between the production plan and actual execution, including delays or early completion, and support appropriate corrective actions.
- Support the management of deviations related to operational planning.

Essential Requirements

- University degree in chemistry, pharmacy, economics or other equivalent subject is preferred.
- Fluency in Slovenian and English.
- Experience or basic knowledge of production planning, supply chain or logistics is an advantage, but not a requirement.
- Knowledge of SAP S/4HANA and an interest in working with systems and processes related to production planning.
- Good communication skills, with the ability to collaborate clearly, professionally and respectfully with different stakeholders.
- Logical and practical approach to problem-solving, with a good sense of priorities and the ability to recognize situations that require prompt action.

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

Rewards:

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role: **22.050 - 40.950 €**

The salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

In addition to your base salary, you will be eligible for benefits listed below:

- **Annual bonus for all employees:** 10% of annual base salary.
- **Holiday allowance:** In 2025 it amounted to € 2,496 (net). For 2026 it amounts to € 2,678.28 (net).
- **Yearly performance-based bonus:** In 2025 it amounted to € 2,538.64 (gross), including the winter allowance.

- **Voluntary supplementary pension insurance:** Novartis in Slovenia provides voluntary supplementary pension insurance (5.844% of gross salary, capped annually at € 3,054.65).
- **Insurance:**
 - **Additional accident insurance:** During employment at Novartis, the employee is insured 24/7 in the event of death or disability resulting from an accident.
 - **Specialist insurance:** Group health insurance providing faster access to specialist healthcare services at Triglav Health Insurance Company d.d. for you and your family members.
- **Care Connect:** A program offering confidential, personalized support for mental health and well-being through therapy, counselling, tools, and more.
- Other benefits in accordance with legislation and collective agreements: **Transportation, meal allowance, and other supplements.**

Read our [brochure](https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf) to learn more about our global total rewards offering:
<https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

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 \(PDF 30 MB\)](#)

Primary location salary range
€ 22,050.00 - € 40,950.00

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
Technical Operations

Job Type
Full time

Employment Type
Regular

Shift Work
No

```
var kPlayer = KalturaPlayer55802022 || KalturaPlayer; var config = { targetId:
"kalturaplayer6ad7816092556428960381", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false, muted: false, loop:
false }, sources: { options: {}, startTime: 0 }, disableUserCache: "true", plugins: {}, sources: { options:
{} , startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu:
false }, components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets:
['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
kPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
```

```

(kPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(kPlayer.plugins["transcript"]) { config.plugins["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 }; } if (kPlayer.plugins["preventSeek"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (kPlayer.plugins["navigation"]) { config.plugins.navigation =
{ position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; } if
(kPlayer.plugins["hotspots"]) { config.plugins["playkit-js-hotspots"] = { disable: true }; } if
(kPlayer.plugins["moderation"]) { config.plugins["playkit-js-moderation"] = { disable: true }; } if
(kPlayer.plugins["info"]) { config.plugins["playkit-js-info"] = { disable: true }; } if
(kPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents = []; if
(kPlayer.plugins["googleAnalytics"]) { 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 } }; }

```

```

// Ensure the global player registry array always exists, regardless of embed type.
window.kalturaPlayerVideos = window.kalturaPlayerVideos || []; try { var thumbEmbedPromise =
thumbnailEmbed({config, mediaInfo: {entryId: "1dgvmafo"}}); // thumbnailEmbed() returns a
Promise that resolves with the player instance // when the user clicks the thumbnail. Use .then() to
capture the player directly. thumbEmbedPromise .then(function(player) {
window.kalturaPlayerVideos.push(player); // Notify kalturadatalayer.js that a new player is ready so
it can // attach custom event listeners immediately, regardless of when // the user clicked the
thumbnail relative to page load. document.dispatchEvent(new CustomEvent('kalturaPlayerReady', {
detail: { player: player } })); }) .catch(function(error) { console.error(error); }); } catch (e) {
console.error(e.message) }

```

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.

Job ID
REQ-10089736

Operativni planer II (m/ ž /d) / Operational Scheduler II

[Apply to Job](#)



Job ID
REQ-10089736

Operativni planer II (m/ ž /d) / Operational Scheduler II

[Apply to Job](#)

Source URL:

<https://prod1.novartis.com.cn/careers/career-search/job/details/req-10089736-operativni-planer-ii-mzd-operational-scheduler-ii>

List of links present in page

1. <https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>
2. <https://www.novartis.com/careers/benefits-rewards>
3. <https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>
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/Operativni-planer-II--m--d---Operational-Scheduler-IIREQ-10089736-1>
8. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Ljubljana/Operativni-planer-II--m--d---Operational-Scheduler-IIREQ-10089736-1>