

Projektni kontroler (m/ ž /d) / Project controller (m/f/d)

Job ID
REQ-10006294

2月 28, 2025

Slovenia

摘要

#LI-Hybrid

Kot Projektni kontroler II (m/f/d) v ekipi Projektnega in ž eniringa NOCC boste odgovorni za pravilno izvajanje procesa projektnega kontrolinga in managementa pogodb pri izvedbi investicijskih projektov v skladu z zakonodajo, internimi predpisi, dobro poslovno prakso in poslovnimi cilji.

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As a Project Controller II in Project Engineering NOCC you will be providing support for project controlling & services, contract management in support of the execution of investment projects in accordance with the law, internal regulations, good practices, and business objectives.

About the Role

Va š e klju ne odgovornosti:

- Podpiranje procesa kontrolinga projektov (čas, stro š ki, zagotavljanje virov, spremembe obsega) v skladu s projektnim na rtom in ustreznimi procesi nadzora, ki pokrivajo sledenje in napovedovanje.
- Zbiranje statisti nih podatkov za bodo o uporabo (benchmarking).
- Uporaba standardiziranih orodij v podporo procesov kontrolinga projektov in upravljanje projektov (Napredna uporaba excela, worda in ppt, SAP,...).
- Podpiranje vodje projektov pri zagotavljanju skladnosti, pravo asne razpolo ž ljivosti ustreznih informacij, zagotavljanju ustreznih virov za projektni kontroling in pri zagotavljanju nabavne podpore projektom.
- Preverjanje ra unov v okviru projektnega kontrolinga na investicijskih projektih, finan no zaklju evanje projekta in amortizacija sredstev.
- Zagotavljanje podpore pri uvajanju novih informacijskih sistemov in sprememb iz poslovnega okolja v enoto.
- Arhiviranje tehni ne, projektne in druge zakonsko predpisane dokumentacije enote in koordiniranje sodelavcev vezano na zahteve informacijske varnosti (ISEC).

Va š doprinos k delovnem mestu:

- Visoko š olskostopnjo izobrazbe (VI/2) tehni ne, naravoslovno/tehni ne, ekonomske ali druge ustrezne smeri.
- Vsaj 2 leti delovnih izku š enj na podro ju kontrolinga in poro anja o projektih ali na podro ju sklepanja pogodb / nabave ter dela s tujino.
- Sposobnost analiziranja in interpretiranja podatkov.
- Aktivno znanje angle š kega in nem š kega jezika - ustno in pisno.
- Napredno poznavanje orodja Microsoft Office, zlasti Excel.
- Fleksibilnost, pripravljenost na spremembe, agilnosti, zmo ž nost delovanja v kompleksnih in spreminjajo ih okoljih.

Z izbranim kandidatom bomo sklenili delovno razmerje za dolo en čas enega leta poskusno dobo 6 mesecev.

Kaj nudimo:

Konkuren en pla ni paket, letni bonus, fleksibilen na in dela, z mo ž nostjo prilagajanja urnika in delom od doma, pokojninsko shemo, shemo nagrajevanja in priznanja dose ž kov, raz š irjeni program promocije zdravja na podro ju telesnega, du š evnega in dru ž benega po utja (Polni ž ivljenja) ter dogodke, neomejene prilo ž nosti za u enje in razvoj.

Predani smo raznolikosti in vklju enosti

Novartis si prizadeva ustvariti izjemno, vključuje delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

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Key responsibilities:

- Support Project Controlling Process (time, costs, resourcing, scope changes) in line with the Project Roadmap and the relevant gate keeping processes covering tracking and forecasting.
- Gather statistical data for future use (benchmarking).
- Use of standardized tools to support project controlling and project portfolio management processes (advanced use of MS Excel, Word and Power point, SAP).
- Support project managers that all live major projects comply to the agreed process, that relevant information is made available in time, adequate project controlling resources are supplied and that project procurement support is provided.
- Invoice Checking within dedicated project controlling on investment projects, financial closure of the project and depreciation of assets.
- Support implementation of new IT systems and changes from the business environment in the unit.
- Responsibility for archiving technical, project and other legal documentation of the unit and for the coordination of associates according to the ISEC requirements.

Essential Requirements:

- University degree in technical, natural&technical, economics or other relevant sciences.
- At least 2 years working experiences on project controlling and reporting or contracting /purchasing field and working with foreign countries.
- Analytical / data interpretation skills.
- Fluent in English and German - oral and written.
- Advanced knowledge of Microsoft Office, especially Excel.
- Ability to be flexible and adapt to change and ability to work in an ambiguous environment.

We offer temporary employment for one year with 6 months of probation period.

You ' ll receive:

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>

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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

Innovative Medicines

地点

Slovenia

站点

Ljubljana

Company / Legal Entity

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

Alternative Location 1
Menge š , Slovenia

Alternative Location 2
Slovenj Gradec, Slovenia

Functional Area
Technical Operations

Job Type
Full time

Employment Type
Temporary (Fixed Term)

Shift Work
No

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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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