# Strokovni sodelavec za oskrbo zdravil (m/ ž /d) / Associate Expert Drug Supply (m/f/d)

Job ID
REQ-10033091

12月 20, 2024

Slovenia

## 摘要

#LI-Onsite

Z veseljem napovedujemo ustanovitev novega obrata klini č ne proizvodnje v Sloveniji, namenjenega hitrej š emu odkrivanju inovativnih zdravil za bolnike po vsem svetu. Najsodobnej š i objekt, ki se nahaja v Biocampusu v Meng š u, nudi izjemno prilo ž nost za sodelovanje, inoviranje in vpliv.

I š č emo navdu š ene in usposobljene strokovnjake za proizvodni tim. Kot strokovni sodelavec za oskrbo zdravil boste del tima Proizvodnih operacij.

Odgovorni boste predvsem za izvajanje dejavnosti, ki podpirajo proizvodni proces, kot so nadzorovanje okolja, menjave izdelkov, ravnanje z vzorci in zagotavljanje skladnosti procesov z zakonodajo, internimi postopki in zahtevami GxP.

Postanite del dinami č nega tima, ki na novo opredeljuje zdravljenje in prina š a upanje tistim, ki ga najbolj potrebujejo. Pridru ž ite se nam pri oblikovanju prihodnosti varovanja zdravja in pri ustvarjanju

pomembnih razlik v ž ivljenju bolnikov po vsem svetu. Veselimo se va š ega prihoda v na š tim!

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We are thrilled to announce the establishing of new clinical manufacturing facility in Slovenia, dedicated to accelerating the creation of innovative medicines for patients around the globe. This cutting-edge facility, located at Biocampus Menge š , offers unparalleled opportunities for collaboration, innovation, and impact.

We are currently looking to hire passionate and skilled specialists in the Manufacturing Operations team.

As part of our team, you will be primarily responsible for executing activities that support the production process, like environmental monitoring, product change-over and sample management, and ensuring compliance of processes with regulations as well as company internal procedures and GxP requirements.

Be part of a dynamic team that is reimagining medicine and delivering hope to those who need it most. Join us in shaping the future of healthcare and making a meaningful difference in the lives of patients worldwide. We look forward to welcoming you to our team!

## About the Role

**Va** š **e klju** č **ne odgovornosti:**

- Delovanje v skladu s standardi za kakovost, etiko, varnost, zdravje, okolje in informacijsko varnost ter zagotavljanje upo š tevanja predpisov GxP.
- Sodelovanje z notranjimi (npr. DS, DP, AD, GCS) in zunanjimi dele ž niki (npr. č istilna slu ž ba, vzdr ž evalno osebje).
- Sodelovanje pri izmenjavi znanja na delovnem podro č ju. Izobra ž evanje in usposabljanje za č asnih zaposlenih ter zaposlenih, ki se š e usposabljajo. Odgovornost za osebni in strokovni razvoj.
- Sodelovanje pri re š evanju izzivov in odpravljanju te ž av. Prepoznavanje, sporo č anje in prispevanje k re š evanju odstopanj ter izvajanje korektivnih in preventivnih ukrepov. Uporaba pridobljenih izku š enj.
- Podpiranje notranjih (npr. GGA) in zunanjih presoj (npr. JAZMP).
- Izkazovanje pozitivne delovne etike in pozitivno vplivanje na druge.
- Na č rtovanje, organizacija, izvajanje in dokumentiranje dejavnosti klini č nih proizvodnih operacij pod zmernim nadzorom (vzor č enje č istih prostorov, menjave izdelkov, ravnanje z materiali in vzorci, shranjevanje in distribucija).
- Izvajanje, razlaga in poro č anje rezultatov validacije/verifikacije č i š č enja pod zmernim nadzorom. Izdelava in pregledovanje strokovne dokumentacije (npr. ocene č i š č enja in tveganja, tehni č na dokumentacija).
- Prejemanje, pravilno shranjevanje in priprava blaga za po š iljanje, izvajanje dodeljenega vzor č enja.
- Odgovornost za urejenost in č isto č o na dodeljenih podro č jih dela in prostorih za delo.

**Va** š **doprinos k delovnem mestu:**

- Srednje š olska izobrazba.
- Teko č e znanje sloven š č ine. Tehni č no znanje angle š č ine.
- Minimalno 1 leto izku š enj na primerljivem delovnem mestu.
- Dobre organizacijske sposobnosti in sposobnosti upravljanja z dokumentacijo, ki zagotavljajo vodenje evidenc v skladu s pravili podjetja.

- Sposobnost natan č nega upo š tevanja navodil in postopkov.
- Ustrezno poznavanje programske opreme in ra č unalni š kih orodij.

**Za** ž **elene izku** š **nje**

- Ustrezno strokovno ali tehni č no znanje na dolo č enem podro č ju (podpora proizvodnji - npr. vzor č enje za spremljanje okolja).
- Dobro poznavanje dobre proizvodne prakse (GMP) in izku š nje z delom v reguliranem proizvodnem okolju.
- Izku š nje s sistemi za upravljanje z materiali in vzorci (npr. SAP, LIMS).

Z izbranim kandidatom bomo sklenili delovno razmerje za nedolo č en č as s poskusno dobo **6 mesecev.** Prijavo oddajte z ž ivljenjepisom v slovenskem in angle š kem jeziku.

**Kaj nudimo:**

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

**Predani smo raznolikosti in vklju** č **enosti**

Novartis 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**:

- Working according to appropriate standards defined for quality, ethics, health, safety, environment, information security, and ensuring compliance to GxP regulations.
- Interacting and collaborating with internal (e.g. DS, DP, AD, GCS) and external stakeholders (e.g. cleaning service, maintenance personnel).

- Actively participating in area of work knowledge exchange. Training and coaching temporary employees and employees under training/education. Responsibility for personal and professional development.
- Assisting in routine and non-routine challenges and troubleshooting. Recognizing, communicating and providing input to the solution of deviations and following corrective and preventive actions. Applying lessons learned.
- Supporting internal (e.g. GGA) and external audits (e.g. JAZMP)
- Showing positive work ethics and influencing others
- Planning, organizing, performing and documenting CxMO activities under moderate supervision (clean utilities and cleanrooms sampling, product change-over, material and sample handling, storage and distribution).
- Execution, interpretation, and reporting of results from cleaning validation/verification activities under moderate supervision. Authoring and reviewing scientific documents (e.g., cleaning and risk assessments, technical documentation).
- Receipt, proper storage, and provision for shipping of goods, performing delegated sampling.
- Responsible for order and cleanliness in assigned task areas and rooms.

**Essential Requirements:**

- High school education.
- Fluent in Slovene. Technical knowledge of English.
- Minimum 1 year experience in a comparable position.
- Good organization and documentation skills, ensuring records are maintained according to company policies.
- Ability to accurately follow instructions and procedures.
- Adequate knowledge of software and computer tools.

**Desirable Requirements:**

- Adequate scientific or technical knowledge in a specific area (production support - sampling for e.g. environmental monitoring)
- Solid knowledge of GMP and experience working in a regulated manufacturing environment.
- Experience in material and sample management systems (e.g. SAP, LIMS).

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

**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 (Wellbeing), employment at Top SI Employer, 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

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: https://talentnetwork.novartis.com/network

**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
Development

Business Unit
Innovative Medicines

地点
Slovenia

站点
Menge š

Company / Legal Entity
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

Apply to Job

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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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