

# Vodja investicijskih projektov (m/ž/d) / Engineering Project Manager (m/f/d)

Job ID  
REQ-10020289  
Sep 13, 2024  
Slovenia

## Summary

#LI-Hybrid

V enoti Projektni inženiring – Aseptične operacije, ki deluje znotraj NOCC Inženiring iščemo novega sodelavca na delovnem mestu Vodja investicijskih projektov (m/ž/d), ki bo odgovoren za upravljanje in sodelovanje pri investicijskih projektih, glede na specifično stroko in organizacijo projektov, skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji.

In Project Engineering - Aseptic Operations unit withing NOCC Engineering we are looking for a new Engineering Project Manager II (m/f/d) who will be responsible for planning and executing CAPEX projects within shared organization including all reporting requirements in accordance with legislation, internal rules, good practices and business objectives.

## About the Role

### Vaše ključne odgovornosti:

- Odgovoren je za pripravo investicijskega projekta.
- Pripravlja alternative z oceno investicijske vrednosti in rizikov.
- Izvaja projekte po organizaciji in strokovni vlogi v vseh fazah.
- Odgovoren je za kontroling projekta (stroškovni, časovni in kvalitetni vidik).
- Skrbi za povezovanje in koordiniranje notranjih in zunanjih sodelavcev.
- Opravlja investicijske naloge skladno z zakonodajo in internimi predpisi.
- Koordinira izdelavo investicijske in projektne dokumentacije.
- Druge naloge po navodilu nadrejenega in naloge določene z letnim pogovorom o ciljih in s kazalniki uspešnosti.
- Izvaja in upošteva vsa navodila in zahteve za zagotavljanje varnega dela, varovanja okolja in premoženja.
- Odgovoren je za osebni in strokovni razvoj.

### Vaš doprinos k delovnem mestu:

- Univerzitetna stopnja izobrazbe naravoslovnotehnične smeri.

- Minimalno 3 leta delovnih izkušenj s portfeljskimi naložbami in vodenjem večjih projektov. Zaželene izkušnje v farmacevtski industriji.
- Tekoče znanje angleškega jezika in znanje lokalnega jezika.
- Poznavanje orodja Microsoft Office.

Z izbranim kandidatom bomo sklenili delovno razmerje za **nedoločen čas** s poskusno dobo **6 mesecev**.

### **Kaj nudimo:**

Konkurenčen plačni paket, letni bonus, fleksibilen način dela, z možnostjo prilagajanja urnika in delom od doma, zaposlitev v podjetju s certifikatom TOP Employer, pokojninsko shemo, shemo nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in družbenega počutja (Polni življenja) ter dogodke, neomejene priložnosti za učenje in razvoj.

### **Predani smo raznolikosti in vključenosti**

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

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### **Your key responsibilities:**

- Responsible for the preparation of investment projects.
- Prepare alternative solutions accompanied by an assessment of the investment value and risks.
- End-to-end project implementation according to the organizational and professional role.
- Responsible for project controlling (costs, timeline and quality).
- Responsible for integration and coordination of internal and external associates.
- Perform investment-related tasks in accordance with the law and internal regulations.
- Coordinate the creation of investment and project documentation.
- Other tasks as directed by the supervisor and tasks determined during the annual objectives setting process and the key performance indicators.
- Implementation of and compliance with all the guidelines and requirements for safe work, environment protection and property protection.
- Responsible for personal and professional development.

### **Essential Requirements:**

- University degree in natural or technical sciences.
- Minimum 3 years of capital portfolio and major project management experience. Desired experience in pharmaceutical industry.
- Fluent in English and proficient in local language.
- Knowledge of Microsoft Office.

We offer **permanent employment** 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 (Energized for Life), 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>

Division

Operations

Business Unit

Innovative Medicines

Location

Slovenia

Site

Ljubljana

Company / Legal Entity

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

Alternative Location 1

Mengeš, Slovenia

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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### **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.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@novartis.com) and let us know the nature of your request and your contact information.

Please include the job requisition number in your message.

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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