

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

Job ID  
REQ-10006294  
Okt. 21, 2024  
Slovenien

## Zusammenfassung

#LI-Hybrid

Kot Projektni kontroler II (m/f/d) v ekipi Projektnega inženiringa 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

### Vaše ključne odgovornosti:

- Podpiranje procesa kontrolinga projektov (čas, stroški, zagotavljanje virov, spremembe obsega) v skladu s projektnim načrtom in ustreznimi procesi nadzora, ki pokrivajo sledenje in napovedovanje.
- Zbiranje statističnih podatkov za bodočo 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, pravočasne razpoložljivosti ustreznih informacij, zagotavljanju ustreznih virov za projektni kontroling in pri zagotavljanju nabavne podpore projektom.
- Preverjanje računov v okviru projektnega kontrolinga na investicijskih projektih, finančno zaključevanje projekta in amortizacija sredstev.
- Zagotavljanje podpore pri uvajanju novih informacijskih sistemov in sprememb iz poslovnega okolja v enoto.
- Arhiviranje tehnične, projektne in druge zakonsko predpisane dokumentacije enote in koordiniranje sodelavcev vezano na zahteve informacijske varnosti (ISEC).

## **Vaš doprinos k delovnem mestu:**

- Visokošolsko stopnjo izobrazbe (VI/2) tehnične, naravoslovno/tehnične, ekonomske ali druge ustrezne smeri.
- 2 leta delovnih izkušenj na področju kontrolinga in poročanja o projektih ali na področju sklepanja pogodb / nabave ter dela s tujino.
- Sposobnost analiziranja in interpretiranja podatkov.
- Aktivno znanje angleškega jezika ustno in pisno (prednost tudi zanje nemščine, španščine, italijanščine, kitajščine ali japonščine).
- Napredno poznavanje orodja Microsoft Office, zlasti Excel.
- Fleksibilnost, pripravljenost na spremembe, agilnosti, zmožnost delovanja v kompleksnih in spreminjajočih okoljih.

Z izbranim kandidatom bomo sklenili delovno razmerje za **določen čas enega leta** 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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## **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.
- 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 (German, Italian, Spanish, Japanese and/or Chinese language is an advantage).
- 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 (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>

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Operations  
Business Unit  
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Website  
Ljubljana  
Company / Legal Entity  
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Alternative Location 1  
Mengeš, Slowenien  
Alternative Location 2  
Slovenj Gradec, Slowenien  
Functional Area  
Technical Operations  
Job Type  
Full time  
Employment Type  
Temporary (Fixed Term)  
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.

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