

# **Ekspert distribucije (m/ž/d) / Distribution expert (m/f/d)**

Job ID  
REQ-10040889  
Feb 17, 2025  
Eslovenia

## **Resumen**

As a Distribution expert you will be responsible for designing and implementing processes for the supply of finished products to internal customers within the Novartis SCM in order to ensure timely and sufficient customer service, to meet the market needs in accordance with the law, internal regulations, Good Practices, and business objectives.

Join us and become our next talent.

## **About the Role**

### **Key Responsibilities:**

- Management of physical material flow from the manufacturing sites to the final destination.
  - Single point of contact for Carriers, Forwarders, and Agents during global material movement.
  - Ensuring that budgetary targets are met for Supply Chain Operations by applying LEAN Logistics and smart approaches for better product consolidation.
  - Constant strive for process improvements, quality improvements and process standardization.
  - Responsibility for all compliance aspects during global material movement. ••• Ensure that all materials (dangerous goods and narcotics) are transported in a fully compliant manner by monitoring documents and material flow.
  - Execution of all operational logistics tasks in SAP ERP system for material movements.
  - Responsibility for creation of all necessary import and export documents.
- Establishing smooth communication flow among Order Management Team & Warehouse & Control tower & Carriers & Forwarders & Customer.

### **Essential Requirements:**

- Higher education level in economics, pharmacy, chemistry or other relevant fields.
- Minimum 1 year of relevant experience
- Active knowledge of English.
- Knowledge of Microsoft Office.
- Highly motivated, independent and self-initiative.

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.

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For Slovenia:

Kot **Ekspert distribucije (m/ž/d)** boste odgovorni za planiranje ter izvedbo procesov oskrbe internih kupcev znotraj Novartisove oskrbovalne verige s končnimi izdelki za zagotavljanje pravočasnega in zadostnega servisiranja kupcev, potreb trgov skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji.

Pridružite se nam in postanite naš naslednji talent!

## **Vaše ključne odgovornosti:**

- Upravljanje fizičnega materialnega toka od proizvodnih mest do prejemnika blaga.
- Kontaktna oseba za prevoznike, špediterje in agente v transportnem procesu blaga.
- Zagotavljanje doseganja proračunskih ciljev z uporabo principov vitke logistike in pametnih pristopov za boljšo konsolidacijo izdelkov.
- Nenehno prizadevanje za izboljšave procesov, izboljšanje kakovosti in standardizacijo procesov.
- Zagotavljanje skladnosti distribucijskih procesov vseh materialov tudi nevarnega blaga in narkotikov.
- Izvajanje vseh operativnih logističnih nalog v sistemu SAP ERP za premike materiala.
- Odgovornost za izdelavo vseh potrebnih uvoznih in izvoznih dokumentov.
- Vzpostavljane nemotenega pretoka komunikacije med oddelki, ki upravljajo z naročili, skladiščem, prevozniki, špediterji in strankami.

## **Vaš doprinos k delovnem mestu:**

- Višješolska stopnja izobrazbe ekonomske, farmacevtske, kemijske ali druge ustrezne smeri.
- 1 leto delovnih izkušenj.
- Aktivno znanje angleškega jezika.
- Poznavanje orodja Microsoft Office.
- Visoka motiviranost za delo, samostojnost in samoiniciativnost.

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

## 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.

**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>

División

Operations

Business Unit

Innovative Medicines

Ubicación

Eslovenia

Sitio

Ljubljana

Company / Legal Entity

S119 (FCRS = S1019) Novartis farmacevtska proizvodnja d.o.o.

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.

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