NOVARTIS

# Skrbnik osnovnih podatkov materialov (m/ž/d) / Site Master Data Expert (m/f/d)

Job ID
REQ-10090633
Ноя. 11, 2026
Словения

### Сводка

#LI-Hybrid
Location: Ljubljana, Slovenija

Želite s svojim delom neposredno prispevati h kakovosti podatkov, ki podpirajo proizvodnjo farmacevtskih izdelkov? Kot Skrbnik osnovnih podatkov materialov (m/ž/d) boste odgovorni za procese na področju osnovnih podatkov materialov za podporo proizvodnim lokacijam ter zagotavljali, da so podatki v sistemih pravilni, kakovostni in pravočasno razpoložljivi skozi celoten življenjski cikel izdelkov. S svojim strokovnim znanjem boste pomembno prispevali k skladnosti z zakonodajo, internimi predpisi in dobrimi praksami ter hkrati podpirali doseganje poslovnih ciljev in nenehno izboljševanje procesov.
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Would you like your work to directly contribute to the quality of data supporting the manufacturing of pharmaceutical products? As a Site Master Data Expert (m/f/d), you will be responsible for material master data processes supporting manufacturing sites and ensuring that data within the systems is accurate, of high quality, and available on time throughout the entire product lifecycle. With your expertise, you will make an important contribution to compliance with legal requirements, internal regulations, and good practices, while supporting the achievement of business objectives and continuous process improvement.

Relocation Support: This role is based in Ljubljana, Slovenia. Novartis is unable to offer relocation support: please only apply if accessible.

### About the Role

**Vaše ključne odgovornosti**

- Upravljanje procesov osnovnih podatkov materialov ter zagotavljanje njihove usklajenosti skozi celoten življenjski cikel izdelkov.
- Zagotavljanje pravilnosti, celovitosti in kakovosti osnovnih podatkov materialov v sistemih na proizvodnih lokacijah.
- Preverjanje in upravljanje zahtev za vzdrževanje osnovnih podatkov materialov skladno z globalnimi procesi in postopki.
- Določanje prednostnih nalog za pravočasno sproščanje šifer materialov in uspešno implementacijo izdelkov na trgu.
- Podpiranje skladnosti kakovosti izdelkov in regulatornih procesov, vključno z upravljanjem sprememb, odstopanj in reklamacij.
- Spremljanje ključnih kazalnikov uspešnosti ter zagotavljanje pravočasnih eskalacij in izvajanja korektivnih ter preventivnih ukrepov.
- Spodbujanje stalnih izboljšav procesov za doseganje višje kakovosti, produktivnosti, skladnosti in operativne odličnosti.

**Ključne zahteve**

- Visokošolska izobrazba naravoslovno-tehnične, ekonomske ali druge ustrezne smeri, na primer računalništva, informatike ali matematike.
- Zaželene izkušnje z upravljanjem osnovnih podatkov v farmacevtskem ali proizvodnem okolju.
- Aktivno znanje angleškega jezika.
- Dobro poznavanje in samozavestna uporaba orodij Microsoft Office.
- Natančnost, analitičen pristop in sposobnost zagotavljanja kakovosti, celovitosti ter zanesljivosti podatkov.

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

**Nagrajevanje:**

V Novartisu smo zavezani k soustvarjanju prihodnosti medicine ter priznavanju in nagrajevanju ljudi, ki to omogočajo.

Pričakovani letni osnovni razpon plače za delovno mesto:

- Slovenija: 20.650 - 38.350 €

Osnovna plača se določa na podlagi vnaprej opredeljenih in transparentnih kriterijev, kot so relevantne veščine, kompetence in izkušnje, ne glede na spol, ter v skladu z Novartisovo politiko določanja plač. Po zaposlitvi v Novartisu se plača periodično pregleda v skladu z internimi akti in postopki.

Plačna enakost je temeljno načelo naše kadrovske politike in odraža našo zavezo k ustvarjanju raznolikega, pravičnega in vključujočega okolja, ki vse zaposlene obravnava dostojanstveno in spoštljivo, kot je opredeljeno v našem Kodeksu etike.

Poleg osnovne letne bruto plače so zaposleni upravičeni tudi do spodaj navedenih ugodnosti:

- **Letni bonus,** ki pripada vsakemu zaposlenemu: 9 % letne plače.
- **Regres za dopust**: Leta 2025 je znašal 2.496 € (neto). Za leto 2026 znaša 2.678,28 € (neto).
- **Nagrada za poslovno uspešnost**: Leta 2025 je znašala 2.538,64 € (bruto), skupaj z zimskim regresom.
- **Prostovoljno dodatno pokojninsko zavarovanje**: Novartis v Sloveniji zagotavlja prostovoljno dodatno pokojninsko zavarovanje (5,844 % bruto izplačila, letno omejeno na 3.224,18 €).
- **Zavarovanje: Dodatno nezgodno zavarovanje:** V času zaposlitve pri Novartisu je zaposleni 24/7 zavarovan za primer smrti ali invalidnosti, ki bi bila posledica nezgode. **Zavarovanje – Specialisti**: Kolektivno zdravstveno zavarovanje, ki omogoča hitrejši dostop do specialističnih zdravstvenih storitev pri Zavarovalnici Triglav d.d. za vas in vaše družinske člane.
- **Care Connect:** Program, ki ponuja zaupno, osebno podporo za vaše duševno zdravje in dobro počutje s pomočjo terapij, svetovanj, orodij in še mnogo več.
- Ostale ugodnosti v skladu z zakonom in kolektivno pogodbo:**Prevoz, prehrana ter ostali dodatki.**

Preberite brošuro in izvedite več o našem sistemu nagrajevanja:https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

*Opomba: Ugodnosti se lahko razlikujejo glede na državo ter so skladni z lokalno zakonodajo, vključno z določili kolektivnih pogodb. Celovit pregled vašega paketa prejemkov, vključno z morebitnimi relevantnimi določbami kolektivne pogodbe, ki veljajo za vašo delovno mesto glede na lokacijo zaposlitve in delodajalca Novartis, vam bo posredovan v okviru nadaljnjih korakov zaposlitvenega postopka.*

**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.

**Zakaj Novartis:** Pomagati bolnikom in njihovim družinam zahteva več kot le inovativno znanost. Potrebna je skupnost zavzetih ljudi, kot ste vi. V Novartisu cenimo sodelovanje, podporo in navdihovanje drug drugega za razvoj prebojnih terapij, ki spreminjajo življenja pacientov. Ste pripravljeni ustvariti svetlejšo prihodnost skupaj z nami? https://www.novartis.com/about/strategy/people-and-culture

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**Your Key Responsibilities**

- Management of material master data processes and ensuring data alignment throughout the entire product lifecycle.
- Ensuring the accuracy, integrity, and quality of material master data within systems across manufacturing sites.
- Reviewing and managing material master data maintenance requests in accordance with global processes and procedures.
- Prioritization of activities to ensure the timely release of material codes and successful product launches.
- Supporting product quality compliance and regulatory processes, including change management, deviations, and technical complaints.
- Monitoring key performance indicators, ensuring timely escalations, and implementing corrective and preventive actions.
- Driving continuous process improvements to achieve higher quality, productivity, compliance, and operational excellence.

**Essential Requirements**

- University degree in a natural science, technical, economics, or another relevant field, such as computer science, information technology, or mathematics.
- Experience in master data management within a pharmaceutical or manufacturing environment is preferred.
- Proficiency in English.
- Good knowledge and confident use of Microsoft Office applications.
- Strong attention to detail, an analytical mindset, and the ability to ensure data quality, integrity, and reliability.

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

**Rewards:**

At Novartis, we’re committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role:

- Slovenia: €20.650 - 38.350

The salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

In addition to your base salary, you will be eligible for benefits listed below:

- **Annual bonus for all employees:** 9% of annual base salary.
- **Holiday allowance:** In 2025 it amounted to €2,496 (net). For 2026 it amounts to €2,678.28 (net).
- **Yearly performance-based bonus:** In 2025 it amounted to €2,538.64 (gross), including the winter allowance.
- **Voluntary supplementary pension insurance:** Novartis in Slovenia provides voluntary supplementary pension insurance (5.844% of gross salary, capped annually at €3.224,18).
- **Insurance: Additional accident insurance:** During employment at Novartis, the employee is insured 24/7 in the event of death or disability resulting from an accident. **Specialist insurance:** Group health insurance providing faster access to specialist healthcare services at Triglav Health Insurance Company d.d. for you and your family members.
- **Care Connect:** A program offering confidential, personalized support for mental health and well-being through therapy, counselling, tools, and more.
- Other benefits in accordance with legislation and collective agreements:**Transportation, meal allowance, and other supplements.**

Read our brochure to learn more about our global total rewards offering:https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

*Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.*

**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

**Benefits and Rewards:** Learn about all the ways we'll help you thrive personally and professionally.
Read our handbook (PDF 30 MB)

Primary location salary range
€20,650.00 - €38,350.00
Дивизион
Operations
Business Unit
Product Supply Chain
Место
Словения
Сайт
Ljubljana
Company / Legal Entity
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.
Functional Area
Technical Operations
Job Type
Full time
Employment Type
Temporary (Fixed Term)
Shift Work
No

### 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 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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**List of links present in page**

1. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
2. https://www.novartis.com/about/strategy/people-and-culture
3. https://www.novartis.com/careers/benefits-rewards
4. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
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