

# Tehnik Tehničnih Storitav II (ž/m/d)/Technical Services Technician II (f/m/d)

Job ID  
REQ-10043856  
Apr 02, 2025  
Slovenia

## Summary

V enoti Ljubljana Solids Inženiring, znotraj ekipe Tehnične Storitve Ljubljana iščemo novega sodelavca za delovno mesto Tehnik tehničnih storitev II, ki bo odgovoren za področje izvajanja upravljanja in koordinacije varnostnih pregledov na objektih in infrastrukturi.

English:

In the Ljubljana unit of Solids Engineering, within the Technical Services Ljubljana team, we are looking for a new colleague for the position of Technical Services Technician II, who will be responsible for managing and coordinating safety inspections on facilities and infrastructure.

## About the Role

### Vaše ključne odgovornosti:

- Obvladovanje objektov in opreme (izdelava seznamov kritične varnostne opreme, obvladovanje internih in zakonskih standardov za izvedbo ...).
- Izvajanje delovnih procesov, povezanih z vzdrževanjem, v skladu z inženirskimi standardi, vključno z vzdrževalnimi deli, preventivnim in korektivnim vzdrževanjem opreme, sistemov in objektov.
- Poročanja in komunikacija z zunanjimi zakonskimi pregledniki gled odprav pomanjkljivosti.
- Priprava delovnih nalogov in vdrževanje v sistemu VIS.
- Vzdrževanje natančnih podatkov v CMMS (npr. VIS/SAP PM, SAP MM ...).
- Podpora notranjim in zunanjim presojam (SIQ, republiške inšpekcije).
- Druge naloge, določene v postopku določanja letnih ciljev in na podlagi ključnih kazalnikov uspešnosti.
- Druge naloge, ki jih določi nadrejeni, in naloge na podlagi posebnega imenovanja.

### Vaš doprinos k delovnem mestu:

- Srednješolska izobrazba tehnične smeri.
- Vsaj 2 leti delavnih izkušenj.
- Sposobnost samostojnega dela.
- Poznavanje računalniških orodij (MS Office).
- Izkušnje pri delu z bazami podatkov.

- Tekoče znanje slovenščine. Znanje angleščine je zaželeno.

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

### **Zakaj Novartis?**

Naš namen je soustvarjati medicino za izboljšanje in podaljševanje življenja ljudi, naša vizija pa je postati najbolj cenjeno in zaupanja vredno farmacevtsko podjetje na svetu. Kako lahko to dosežemo? S pomočjo naših ljudi. Prav naši sodelavci nas vsak dan spodbujajo, da dosežemo svoje ambicije. Postanite del te misije in se nam pridružite! Več na spodnji povezavi: <https://www.novartis.com/about/strategy/people-and-culture>

### **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.

**Pridružite se naši mreži Novartis:** V kolikor se ne prepoznate v zgornjem opisu delovnega mesta, vas vabimo, da se vpišete na spodnji povezavi v Novartisovo bazo talentov saj lahko tako vašo vlogo upoštevamo za podobne pozicije v prihodnosti: <https://talentnetwork.novartis.com/network>

### **English version:**

#### **Your key responsibilities:**

- Management of facilities and equipment (creating lists of critical safety equipment, managing internal and legal standards for implementation ...).
- Execution of work processes related to maintenance, in accordance with engineering standards, including maintenance work, preventive and corrective maintenance of equipment, systems, and facilities.
- Reporting and communication with external legal inspectors regarding the elimination of deficiencies.
- Preparation of work orders and maintenance in the VIS system.
- Maintaining accurate data in CMMS (e.g., VIS/SAP PM, SAP MM ...).
- Support for internal and external audits (SIQ, national inspections).
- Other tasks determined in the process of setting annual goals and based on key performance indicators.
- Other tasks assigned by the supervisor and tasks based on special appointments.

#### **What you will bring to the role:**

- High school education in a technical field.
- At least 2 years of work experience.
- Ability to work independently.
- Knowledge of computer tools (MS Office).
- Experience working with databases.
- Fluent knowledge of Slovenian. Knowledge of English is desirable.

We offer **permanent employment** with **6 months** of probation period.

## **Commitment to Diversity & Inclusion:**

*We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.*

## **Why Novartis?**

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

## **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), 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.

## **Join our Novartis Network:**

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:  
<https://talentnetwork.novartis.com/network>

**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

Biomedical Research

Business Unit

Innovative Medicines

Location

Slovenia

Site

Ljubljana

Company / Legal Entity

SI19 (FCRS = SI019) 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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