

# Višji ekspert mednarodne trgovine (m/ž/d) / Senior International Trade Expert (m/f/d)

Job ID  
REQ-10044609  
Mar 14, 2025  
Slovenia

## Summary

#LI-Hybrid

As a Senior International Trade Expert you will be responsible to ensure compliant and efficient import and export process is implemented, executed and monitored. Operational responsibility for noncommercial shipments including materials, components, clinical trials, samples, etc. Act as a subject matter expert on customs, controls and international trade topics, in accordance with legislation, internal rules, good practices and business objectives.

Join us and become our next talent.

## About the Role

### Key Responsibilities:

- Review, assign and monitor correct customs attributes (Customs Tariff Number, Country of Origin Management, Narcotics, Dual Use, etc.) in the system for all non-commercial materials
- Oversee execution of import and export customs clearances
- Ensure and validate the correctness of customs declarations and liaise with the relevant internal and external partners where a post declaration amendments are required
- Monitor inbound Global Drug Development procurements to ensure compliance with declaration and license requirements
- Responsible for the validation and correctness of export authorizations and performs embargo, sanctions, denied party screening to release blocked shipments
- Generate periodic statistics reporting regarding export and import for Corporate functions
- Ensure valid import and export licenses are available for controlled substances at Swiss customs according to the regulations of Swissmedic
- Perform the necessary activities within import and export licenses using the National Drugs Control System (NDS) of Swissmedic

### Essential Requirements:

- University degree in technical, business or other relevant field.
- Minimum 4 years of experience in trade, logistics or other relevant field.
- Fluent in written and spoken English language.

- Knowledge of Microsoft Office.
- Highly motivated, independent and self-initiative.

**We offer permanent employment contract.**

You are kindly invited to submit your application in Slovene and English language, including CV.

**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 **Višji ekspert mednarodne trgovine (m/ž/d)** boste odgovorni za zagotavljanje uvajanja, izvajanja in nadzora skladnih ter učinkovitih postopkov za uvoz in izvoz. Operativna odgovornost za nekomercialne pošiljke, vključno z materiali, sestavnimi deli, kliničnimi preskušnji, vzorci itd. Opravljanje vloge strokovnjaka za področje carine, nadzora in mednarodne trgovine, v skladu z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji.

Pridružite se nam!

**Vaše ključne odgovornosti:**

- Odgovornost za organiziranje in koordinacijo delo na carinskem področju. (posebni carinski postopki: Aktivno oplemenitenje, 95. člen carinske zakonodaje, carinsko skladišče,...).
- Zagotavlja podporo za pravilno izvajanje poenostavljenega hišnega carinjenja pri uvozu in izvozu in odprem v EU.
- Odgovoren za zagotavljanje podpore pri elektronski izmenjavi podatkov s carino.
- Odgovoren za zagotavljanje podpore pri Intrast poročanju.
- Predlaga predloge izboljšav v carinskih procesih.
- Odgovoren je za zagotavljanje ciljev povezanih s trgovinskimi zadevami.
- Zagotavlja podporo sodelavcem na področju trgovinskih zadev.
- Zagotavlja strokovno podporo s področja zakonodaje in regulative trgovinskih zadev.

**Vaš doprinos k delovnem mestu:**

- Visokošolska stopnja izobrazbe tehnične, ekonomske ali druge usrezne smeri.
- Minimalno 4 leta izkušenj na področju trgovine, logistike ali drugem ustreznem področju.
- 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**.

Prijave z življenjepisom v angleškem in slovenskem jeziku oddajte preko spletne povezave.

### **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>

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

Barcelona Gran Vía, Spain

Alternative Location 2

Prague, Czech Republic

Alternative Location 3

Warsaw, Poland

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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