

# Planer zunanjih materialov (m/ž/d) / External materials planner (m/f/d)

Job ID  
REQ-10046033  
Mar 31, 2025  
Slovenia

## Summary

The External materials planner is responsible for executing the material planning and operational buying activities of the incoming materials for production sites with an aim to assure on time supply to sites, optimal level of inventory and cost efficiency. Executes defined inventory strategy with supporting new operating models (e.g. JIT, Consignment stock, VMI, etc.) and assuring right level of safety stock. Executes complex purchasing processes to ensure smooth operations, in accordance with the law, internal regulations, good practices and business objectives. Actively identifies, develops and executes best practices. Develops and maintains trustful collaboration with sites. Supports the project activities related to external materials. Working in accordance with legislation, internal rules, good practices and business objectives. Join us and become our next talent.

## About the Role

### Key Responsibilities:

- Ensure material availability in line with the approved site production plan.
- Follow up and ensure the accuracy of the material demand flow from sites to hub.
- Ensure daily MRP oversight for all BOM material requirements, analysis of requirements and Purchase Orders overview.
- Ensure management of daily MRP exception messages and appropriate follow up.
- Preparation and creation of orders for incoming materials and their submission to the supplier; obtaining valid price quotes with escalation to Procurement if outside predefined tolerance/contractual limits; tracking and monitoring execution of the purchasing process with the supplier, carriers, forwarding agency and insurance companies.
- Reconciliation of the needs for incoming materials from NTO sites to hub
- Performing the operational procedure for incoming material complaints.
- Performing complex purchasing and logistics processes (non-EU markets).

### Essential Requirements:

- Higher degree in technical, economics or any other equivalent degree.
- Minimum 2 years of experience in planning or buying.
- Active knowledge of English.
- Knowledge of Microsoft Office.
- Highly motivated, independent and self-initiative

We offer **temporary 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.

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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For Slovenia:

Kot **Planer zunanjih materialov (m/ž/d)** boste odgovorni za izvajanje materialnega planiranja in nabavnih aktivnosti materialov za proizvodnje lokacije z namenom zagotavljanja pravočasnih dobav, primerne vrednosti zaloge in stroškovne učinkovitosti. Izvajanje dogovorjene strategije glede vzdrževanja zalog in operativnih modelov (primer JIT, konsignacijska zalog, VMI itd.) in vzdrževanje pravega nivoja varnostnih zalog. Izvajanje nabavnih procesov za zagotavljanje nemotenih operacij v skladu z zakonodajo, internimi predpisi in poslovnimi cilji. Proaktivno identificiranje, razvoj in izvajanje dobrih praks. Vzpostavitev in vzdrževanje dobrih in zaupanja vrednih odnosov in sodelovanja z lokacijami in podpora projektnim aktivnostim relevantnih za materiale. Delovanje skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji.

Pridružite se nam in postanite naš naslednji talent!

**Vaše ključne odgovornosti:**

- Zagotavljanje razpoložljivosti materialov na osnovi proizvodnjega plana
- Zagotavljanje pravilnega toka informacij o proizvodnjih potrebah iz lokacij
- Zagotavljanje dnevnega pregleda potreb za vse kosovnične materiale, analizo potreb in pregled odprtih naročil
- Zagotavljanje pravilnega upravljanja sporočil o manjkah in ustrezno nadaljno ukrepanje
- Priprava naročil za vhodne materiale in posredovanje naročil dobaviteljem; pridobivanje veljavnih cen in eskalacija nabavi, v primeru preseganja vnaprej določenih toleranc/pogodbenih omejitev; sledenje in

spremljanje izvedbe nabavnega procesa pri dobavitelju, prevoznikih, špediterjih in zavarovalnicah

- Usklajevanje potreb po vhodnih materialih iz proizvodnih lokacij
- Izvajanje operativnih postopkov za prejete materialne reklamacije
- Izvajanje kompleksnih nabavnih in logističnih procesov (trgi izven EU)

#### **Vaš doprinos k delovnem mestu:**

- Visokošolska izobrazba tehnične, ekonomske ali druge podobne smeri.
- Minimalno 2 leti delovnih izkušenj iz področja planiranja ali operativne nabave.
- Aktivno znanje angleškega jezika.
- Poznavanje orodja Microsoft Office.
- Visoka motiviranost za delo, samostojnost in samoiniciativnost.

Z izbranim kandidatom bomo sklenili delovno razmerje za **določen 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.

V Novartisu si prizadevamo k vključenosti oseb z invalidnostjo in zagotavljanju ustreznih prilagoditev delovnega okolja posameznikom z omejitvami. V kolikor zaradi bolezni ali invalidnosti potrebujete ustrezne prilagoditve v kateremkoli delu selekcijskega procesa oziroma potrebujete prilagoditve pri izvajanju osnovnih nalog na delovnem mestu, nam pišite na naslov [diversity.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@novartis.com) in navedite, kakšne prilagoditve potrebujete ter vaše kontaktne podatke. Prosimo, vključite tudi podatek o številki razpisa, na katerega se prijavljate.

**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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