

Tehnik Tehni č nih Storitev II (ž /m/d)/Technical Services Technician II (f/m/d)

Job ID
REQ-10043856

Apr 02, 2025

Slovenia

Summary

V enoti Ljubljana Solids In ž eniring, znotraj ekipe Tehni č ne Storitve Ljubljana i š č emo novega sodelavca za delovno mesto Tehnik tehni č nih storitev II, ki bo odgovoren za podro č je 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

Va š e klju č ne odgovornosti:

- Obvladovanje objektov in opreme (izdelava seznamov kriti č ne varnostne opreme, obvladovanje internih in zakonskih standardov za izvedbo ...).
- Izvajanje delovnih procesov, povezanih z vzdr ž evanjem, v skladu z in ž enirskimi standardi, vklju č no z vzdr ž evalnimi deli, preventivnim in korektivnim vzdr ž evanjem opreme, sistemov in objektov.
- Poro č anja in komunikacija z zunanjimi zakonskimi pregledniki gled odprav pomanjkljivosti.
- Priprava delovnih nalogov in vdr ž evanje v sistemu VIS.
- Vzdr ž evanje natan č nih podatkov v CMMS (npr. VIS/SAP PM, SAP MM ...).
- Podpora notranjim in zunanjim presojam (SIQ, republi š ke in š pekcije).
- Druge naloge, dolo č ene v postopku dolo č anja letnih ciljev in na podlagi klju č nih kazalnikov uspe š nosti.
- Druge naloge, ki jih dolo č i nadrejeni, in naloge na podlagi posebnega imenovanja.

Va š doprinos k delovnem mestu:

- Srednje š olska izobrazba tehni č ne smeri.
- Vsaj 2 leti delavnih izku š enj.
- Sposobnost samostojnega dela.
- Poznavanje ra čunalni š kih orodij (MS Office).
- Izku š nje pri delu z bazami podatkov.
- Teko č e znanje sloven š č ine. Znanje angle š č ine je za ž eleno.

Z izbranim kandidatom bomo sklenili delovno razmerje za nedolo č en č asposkusno dobo 6 mesecev.

Zakaj Novartis?

Na š namen je soustvarjati medicino za izbolj š anje in podalj š evanje ž ivljenja ljudi, na š a vizija pa je postati najbolj cenjeno in zaupanja vredno farmacevtsko podjetje na svetu. Kako lahko to dose ž emo? S pomo č jo na š ih ljudi. Prav na š i sodelavci nas vsak dan spodbujajo, da dose ž emo svoje ambicije. Postanite del te misije in se nam pridru ž ite! Ve č na spodnji povezavi:

<https://www.novartis.com/about/strategy/people-and-culture>

Kaj nudimo:

Konkuren č en pla č ni paket, letni bonus, fleksibilen na č in dela, z mo ž nostjo prilagajanja urnika in delom od doma, zaposlitev v podjetju s certifikatom TOP Employer, pokojninsko shemo, shemo nagrajevanja in priznanja dose ž kov, raz š irjeni program promocije zdravja na podro č ju telesnega, du š evnega in dru ž benega po č utja (Polni ž ivljenja) ter dogodke, neomejene prilo ž nosti za u č enje 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. Če 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>

Biomedical Research

部門
Innovative Medicines

国
Slovenia

勤務地
Ljubljana

Company / Legal Entity
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area
Technical Operations

職種
Full time

雇用形態
Regular

Shift Work
No

[Apply to Job.](#)

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.inclusionslo@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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