

# Tehnik vzdrževanja II (ž/m/d)/Maintenance Technician II (f/m/d)

Job ID  
REQ-10040000  
Feb 18, 2025  
Slovenien

## Summary

V vlogi Tehnika vzdrževanja II boste v ključni vlogi pri zagotavljanju nemotenega delovanja naše raznolike visokotehnološke opreme, ki se uporablja pri proizvodnji dejavnosti bioloških zdravil. Vaše odgovornosti bodo vključevale pripravo in izvedbo aktivnosti vzdrževanja in umerjanja. Podpiranje aktivnosti zagonov za projekte na nivoju lokacije skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji.

English:

In the role of Maintenance Technician II, you will play a key role in ensuring the smooth operation of our diverse high-tech equipment used in the production of biological medicinal products. Your responsibilities will include the preparation and implementation of maintenance and calibration activities. You will support commissioning activities for projects at the site level in accordance with legislation, internal regulations, best practices, and business objectives.

## About the Role

### Vaše ključne odgovornosti:

- Odgovornost za pripravo in izvedbo aktivnosti vzdrževanja.
- Priprava orodja, rezervnih delov, itd. za vzdrževanje.
- Identifikacija rezervnih delov za vzdrževanje.
- Izvajanje delovnih nalogov za vzdrževanje glede na postopek.
- Posodobitev stanja delovnega naloga v računalniškem sistemu.
- Dokumentacija izvedbe.
- Izvajanje in upoštevanje vseh navodil in zahtev za zagotavljanje varnega dela, varovanja okolja in premoženja.

### Vaš doprinos k delovnem mestu:

- Srednješolska izobrazba tehnične smeri.

- Splošno znanje o varnosti, zdravju pri delu in okolju.
- Tekoče znanje slovenskega in osnovno znanje angleškega jezika.
- Prednost so izkušnje na GMP področju.
- Zmožnost prilagodljivega in timskega dela.
- Zaželeno znanje programskega paketa MS Office.
- Zaželjene delovne izkušnje na področju vzdrževanja.

Z izbranim kandidatom bomo sklenili delovno razmerje za **določen čas enega leta** s poskusno dobo **3 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:**

- Responsibility for preparation and implementation of maintenance activities.
- Preparation of tools, spare parts, etc. for maintenance.
- Identification of spare parts for maintenance.
- Execution of maintenance work tasks according to the procedure.
- Updating the status of work tasks in the computer system
- Implementation and adherence to all instructions and requirements to ensure safe work, environmental protection, and asset security.

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

- High school education in a technical field.
- General knowledge of safety, health at work, and the environment (HSE).
- Fluency in Slovenian and basic knowledge of English language.

- Experience in the GMP field is an advantage.
- Ability to adapt and work in a team.
- Desirable knowledge of the MS Office software package.
- Desirable work experience in the maintenance field.

We offer **temporary employment of one year with 3 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>

Operations  
Business Unit  
Innovative Medicines  
Standort  
Slowenien  
Site  
Mengeš  
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  
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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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