

Campus Management Coordinator (m/f/d) / Koordinator storitvenih dejavnosti lokacije (m/ž/d)

Job ID
REQ-10039540
Mar 07, 2025
Slovenia

Summary

As a Campus Management Coordinator you will be responsible for supporting the management and coordination of various services within campus and facility management. Your role includes ensuring the smooth operation of locations and maintaining safety for all employees in compliance with legislation, internal rules, good practices, and business objectives.

Kot Koordinator storitvenih dejavnosti lokacije boste odgovorni za podporo nalogam na področju upravljanja in koordinacije različnih storitev na področju upravljanja kampusa in objektov. Odgovornost za podporo podjetju pri zagotavljanju nemotenega delovanja lokacij in varnosti za vse zaposlene, ter dela v skladu z zakonodajo, notranjimi pravili, dobrimi praksami in poslovnimi cilji.

About the Role

Key Responsibilities:

- Maintain high compliance standards of all services in accordance with legislation and pharmaceutical guidelines. Coordinate change management processes, handle waivers, complaints, and ensure meticulous documentation and reporting.
- Monitoring and control costs for all services, actively identifying implementing ways to optimize the use of resources.
- Collaborate with various maintenance teams in the campus area, to ensure smooth operation of office and laboratory facilities. This includes resolving technical issues effectively and organizing regular maintenance, while ensuring timely and quality implementation of all activities.
- Supervise external cleaning contractors to maintain appropriate cleanliness and hygiene across campus areas. Monitor cleaning records, ensure compliance with regulations and standards, and support audits and inspections.
- Coordinate workwear services, including supervising contractors, managing orders and deliveries. Handle complaints, monitor quality indicators, and ensure compliance with legislative and pharmaceutical requirements.
- Plan and coordinate pest prevention and control activities. Review reports, supervise contractors, prepare necessary documentation, and support audits and inspections.
- Coordinate food services to ensure quality meals for employees, manage service quality, and ensure user satisfaction. Oversee the operation and maintenance of vending machines for hot drinks and

snacks. Coordinate with suppliers to ensure continuous operation and regular servicing.

- Organize and assist with postal and courier services, providing support for letter and package deposits. Foster personal and professional development for yourself and colleagues.
- Implement and comply with all safety, environmental, and property protection instructions and requirements. Represent the company's vision and values, maintaining positive relations with business partners.
- Oversee campus landscaping, including the maintenance of green areas and winter services, ensuring compliance with environmental standards.

Essential Requirements :

- 3 years' experience in a similar role.
- Facility management experience.
- Technical knowledge/background.
- Contract management experience.
- Understanding of the use of various MS Tools.
- English speaking ability.

We offer **permanent 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), 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.

Vaše ključne odgovornosti:

- Ohranjanje visokega standarda skladnosti vseh storitev z zakonodajo in farmacevtskimi smernicami. Koordinacija procesov upravljanja sprememb, obravnavanja odstopov, reklamacijm pritožb ter skrbno vzdrževanje dokumentacije in poročanje.
- Spremljanje in nadzor nad stroški za vse storitve ter aktivno identifikacijo načinov za optimizacijo porabe sredstev.
- Sodelovanje z različnimi vzdrževalnimi ekipami za zagotovitev nemotenega delovanja pisarniških in laboratorijskih objektov. To vključuje učinkovito reševanje tehničnih težav in organizacijo rednih vzdrževalnih del ter zagotavljanje pravočasne in kakovostne izvedbe vseh aktivnosti.
- Nadzor nad zunanjimi izvajalci čiščenja za vzdrževanje ustrezne čistoče in higiene po celotnem kampusu. Spremljanje evidenc čiščenja, zagotavljanje skladnosti z zahtevami in standardi ter podpora pri revizijah ali inšpekcijskih pregledih.
- Operativna koordinacija storitev povezanih z delovnimi oblačili, vključuje nadzor ter koordinacijo z izvajalci, spremljanje naročil ter dostav, obveščanje uporabnikov z pripravo poročil, obvladovanje reklamacij, pritožb, odstopov, pregledi garderob/prostorov za hrambo oblačil in redno spremljanje kakovostnih kazalnikov. Skrb za visoko stopnjo skladnosti z zakonodajnimi zahtevami in farmacevtskimi

predpisi ter uporabniškimi zahtevami.

- Pomoč pri načrtovanju in usklajevanju aktivnosti za preprečevanje ter obvladovanje škodljivcev. Vključuje sistematičen pregled poročil, operativen nadzor nad izvajalcem, pripravo potrebne GxP dokumentacije in sodelovanje z relevantnimi deležniki. Vključuje sodelovanje in podporo pri presojah oziroma inšpekcijskih pregledih
- Koordinacija prehranskih storitev za zagotavljanje kakovostne prehrane za zaposlene na lokacijah. Vključuje usklajevanje naročil oz. dogodkov, spremljanje kakovosti storitev in zagotavljanje maksimalnega zadovoljstva uporabnikov. Upravljanje kategorije avtomatov za prodajo toplih napitkov in prigrizkov, vključno z nadzorom nad dobavitelji, usklajevanjem aktivnosti in zagotavljanjem rednega servisa oz. stalnega delovanja naprav.
- Organizacija in pomoč pri poštnih in kurirskih storitvah za potrebe kampusa, vključno s podporo pisemskemu in paketnemu vložišču. Odgovornost za osebni in strokovni razvoj.
- Izvajanje in upoštevanje vseh navodil in zahtev za zagotavljanje varnega dela, varstva okolja in zaščite objektov. Predstavljanje vizije in vrednot podjetja ter vzdrževanje pozitivnih odnosov s poslovnimi partnerji.
- Upravljanje in nadzor nad urejanjem okolice kampusa, vključno z vzdrževanjem zelenih površin in zimskim servisom. Naloge vključujejo sodelovanje z izvajalci in zagotavljanje skladnosti z okoljskimi standardi.

Vaš doprinos k delovnem mestu:

- 3 leta izkušenj v podobni vlogi.
- Izkušnje z upravljanjem objektov.
- Tehnično znanje/ozadje.
- Izkušnje z upravljanjem pogodb.
- Razumevanje in znanje uporabe različnih MS orodij.
- Aktivno znanje angleškega jezika.

Z izbranim kandidatom bomo sklenili delovno razmerje za **nedoločen 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, 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.

Functional Area

Facilities & Administration

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 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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List of links present in page

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4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Ljubljana/Koordinator-storitvenih-dejavnosti-lokacije---Campus-Management-Coordinator_REQ-10039540-1
5. mailto:diversity.inclusion_slo@novartis.com
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Ljubljana/Koordinator-storitvenih-dejavnosti-lokacije---Campus-Management-Coordinator_REQ-10039540-1