

# Projektni inženir (m/ž/d) / Project Engineer II (m/f/d)

Job ID

REQ-10016178

27 August 2024

Slovenia

## Summary

#LI-Hybrid

V enoti Projektni inženiring – Aseptične operacije, ki deluje znotraj NOOC Inženiring iščemo novega sodelavca na delovnem mestu Projektni inženir (m/ž/d), ki bo odgovoren za podporo pri načrtovanju, izvedbi in poročanju investicijskih projektov in zagotavljanje tehničnih in strokovnih rešitev za investicijske projekte in kontroliranje izvedbe, skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji.

In Project Engineering - Aseptic Operations unit withing NOOC Engineering we are looking for a new Project Engineer II (m/f/d) who will be responsible for support in planning, executing and reporting on CAPEX projects within the area of discipline as well as supporting technical and expert solutions and execution control in compliance with internal regulations, good practices and regulatory standards.

## About the Role

### Vaše ključne odgovornosti:

- Ustvarjati/vzdrževati/preverjati tehnično dokumentacijo (protokoli, risbe, sezname, razporedi, diagrami, členitve, izračuni, podatkovni listi). Razviti oceno stroškov za projekt in pregled povečanja vrednosti.
- Pripraviti, pregledati in odobriti risbe, sezname, urnike, diagrame, členitve, izračune/kalkulacije in podatkovne liste za projekt.
- Izdati naročila pogodbe, ki temeljijo na tehničnih specifikacijah projekta in popisih materialov. Pospeševanje in upravljanje dobaviteljev/pogodbenikov/ tretjih oseb, ki sodelujejo pri projektu.
- Pregledati novo opremo, opraviti testiranje pri dobavitelju / na objektu ( Factory acceptance test - FAT/ Site Acceptance Test -SAT ) pri projektu.
- Izvesti in spremljati oz. nadzorovati varnost pogodbenikov pri izvedbi in načrte za inšpekcijske preglede.
- Razviti strategijo za izvajanje projekta in izvajati naložbene projekte glede na potrebe strank (stroški, časovni razpored, funkcionalnost, kakovost).Razviti načrt kvalifikacij.
- Izvesti oceno tveganja dobre proizvodne prakse – GMP (vključno z merilniki SRA).
- Oblikovati in izvesti protokole DQ, IQ in OQ, iskanje tehničnih rešitev med PQ in validacijo.

## **Vaš doprinos k delovnem mestu:**

- Visokošolska izobrazba tehnične ali druge ustrezne smeri.
- Minimalno 3 leta delovnih izkušenj na področju inženiringa.
- Tekoče znanje angleškega jezika in znanje lokalnega jezika.
- Poznavanje orodja Microsoft Office.

Z izbranim kandidatom bomo sklenili delovno razmerje za **nedoločen čas** s poskusno dobo **6 mesecev**.

## **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.

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## **Your key responsibilities:**

- Create / maintain / verify engineering documents (protocols, drawings, lists, schedules, diagrams, layouts, calculations, datasheets).
- Prepare, review and approve drawings, lists, schedules, diagrams, layouts, calculations and datasheets in project.
- Issues orders / contracts based on Project Technical Specifications and Bills of Quantities. Expedite and manage project vendors / contractors / 3rd parties in project.
- Develop test specification / plan for commissioning & qualification in projects.
- Perform new equipment FAT / SAT / inspections in project and perform commission activities.
- Implement and monitor construction contractor safety and inspection plan.
- Develop project execution strategy and execute investment projects according to customer needs (costs, schedule, functionality, quality). Develop qualification plan.
- Create and Execute DQ, IQ and OQ protocols, provide technical trouble shooting during PQ and validation.

## **Essential Requirements:**

- Degree in engineering (Dipl. Ing. / M. Sc. / B. Sc.) or equivalent.
- Fluent in English and proficient in local language.

- Knowledge of Microsoft Office.
- Minimum 3 years of engineering experience.

We offer **permanent employment** with **6 months** of probation period.

#### **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), 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.

**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

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.

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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