

# Associate Expert Science & Technology (f/m/d) / Raziskovalni sodelavec (ž/m/d)

Job ID

REQ-10014693

Juli 24, 2024

Slowenien

## Summary

In TRD Biologics & CGT, more than 1,000 associates spread across 5 locations are fully committed to deliver on our evolving pipeline of transformative treatments. We develop Biologics & CGT drug substance and drug products from candidate selection up to launch and drive competitive advantage through agility, innovation, and scale to best serve our portfolio, partners and patients.

Plan, perform and document scientific experiments for the preparation and timely delivery of drug products, processes and procedures in collaboration within a multifunctional project team coordinated by a Project Leader.

We are looking for an Associate Expert Science & Technology in Drug Product (DP).

## About the Role

### Key responsibilities:

- Understand applied practice, concepts and processes. Operate within established procedures with some latitude for decision making on expected issues and laboratory/pilot plant procedures.
- Provide documentation for development studies, materials and activities for established development processes, methods or procedures as according to templates, protocol master batch record. Record raw data, reviews and verifies raw data generated by others.
- Take over responsibility for and utilize tools/equipment or specialized facilities under moderate supervision; usage and handling of equipment, schedule and execute regular maintenance and qualification of instruments/equipment
- Write protocols, reports or lab procedures based on templates under moderate supervision
- Handling of chemicals, intermediates, excipients, standards, samples or consumables.
- Trained for all operations to support manufacturing of tox batches.
- Recognize, communicate and provide input to the solution of complex problems
- Propose ideas for continuous process improvement in area of expertise as a member of a team and follow up on implementation.

### Role Requirements:

- BSc degree in pharmacy, pharmaceutical technology, chemistry, engineering sciences, or another relevant scientific field
- Knowledge of the English language.
- Good knowledge of laboratory, pilot plant and/or technical tools.
- Adequate knowledge of software and computer tools.
- Awareness for safe handling of chemicals, potentially dangerous materials and equipment.
- Adequate scientific or technical knowledge in a specific area (e.g. synthetic, analytical, galenical, machinery).
- Basic knowledge in scientific/technical areas of collaboration.

We offer work in a dynamic environment, collaboration with various teams, and knowledge and experience exchange within the global Novartis system. You are kindly invited to submit your application, including CV, by **16 August 2024**.

## 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, Unlimited learning and development opportunities.

#### **Commitment to Diversity & Inclusion:**

*Novartis is committed to building an outstanding, inclusive work environment and diverse team's 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>

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#### **Vaše ključne odgovornosti:**

- Pod zmernim nadzorom načrtuje, organizira, izvaja in dokumentira znanstvene eksperimente/testiranja GMP/dejavnosti obrata.
- Pod zmernim nadzorom prevzema odgovornost za opremo ali specializirane objekte ter jih uporablja; terminsko načrtuje in izvaja vzdrževanje in kvalifikacijo inštrumev/opreme.
- Vodi evidenco za kemikalije, intermediate, pomožne snovi, standarde ali potrošni material.
- Zagotavlja dokumentiranje neobdelanih podatkov, vrednoti in tolmači dobljene rezultate za napredne, a uveljavljene metode ali postopke. Pregleduje in preverja neobdelane podatke, ki so jih pripravili drugi.
- Na osnovi predlog pod zmernim nadzorom sestavlja protokole, poročila ali laboratorijske postopke.
- Prepozna zahtevnejše probleme, o njih obvešča in zagotavlja ustrezne informacije za njihovo reševanje; v okviru svoje pristojnosti probleme obravnava in rešuje.
- Za enote za tehnični razvoj: Prispeva k razvoju novih metod ali optimizira obstoječe; prispeva k vrednotenju nove laboratorijske opreme.
- Za enote GMP: Zagotavlja upoštevanje zahtev cGMP.
- Za vloge, usmerjene v tehnologije: Pod zmernim nadzorom išče informacije, aktivno sodeluje pri izmenjavi znanj. Usposablja in usmerja tehnike, začasno zaposlene in zaposlene, ki se usposablajo/izobražujejo.
- Vodi pobude za proaktivno zagotavljanje skladnosti in stalnih izboljšav.
- Izvajanje in upoštevanje vseh navodil in zahtev za zagotavljanje varnega dela, varovanja okolja in premoženja.
- Ostale naloge določene z letnim pogovorom o ciljih in s kazalniki uspešnosti.
- Druge naloge po navodilu nadrejenega in naloge na podlagi posebnega imenovanja

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

- Visokošolska izobrazba ustrezne naravoslovne smeri in 3 leta izkušenj na primerljivem delovnem mestu, ali univerzitetna izobrazba / magisterij (MSc) ustrezne naravoslovne smeri brez izkušenj
- Osnovno znanje angleškega jezika
- Poznavanje orodja Microsoft Office

**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, pokojninsko shemo, shemo nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in družbenega počutja (Polni življenja) ter dogodke, ki vam omogočajo 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>

**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>

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Division

Development

Business Unit

Innovative Medicines

Standort

Slowenien

Site

Mengeš

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area

Research & Development

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.

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## **EEO Statement :**

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5. <https://www.novartis.com/about/strategy/people-and-culture>
6. <https://talentnetwork.novartis.com/network>

7. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Menge/Associate-Expert-Science---Technology--f-m-d---Raziskovalni-sodelavec---m-d\\_REQ-10014693](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Menge/Associate-Expert-Science---Technology--f-m-d---Raziskovalni-sodelavec---m-d_REQ-10014693)
8. [mailto:diversity.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@novartis.com)
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