

Basel, Basel-City, Switzerland

The Position

Do you want to be part of a purpose-driven environment? Are you passionate about project and process management? Are you a team player and want to work in an international environment? Do you want to work in a Data Driven environment? Are you curious to explore digital solutions for creating a profitable insights business and shaping the future of healthcare?

Then join our Business Office in Data & Analytics - for 6-12 months, based in Basel.

What we offer:

- ◆ Opportunity to gain experience and insights into Business Management and the future of Data & Analytics in healthcare
- ◆ Opportunity to work closely with senior management
- ◆ The chance to be a part of agile Project Teams, shaping our organization and products
- ◆ An international working environment to learn and grow
- ◆ A role to grow your coaching, consulting, project management and analytical skills

Role Responsibilities:

- ◆ Support senior managers across Data & Analytics and within the Business Office, to deliver on critical business operations activities
- ◆ As needed, support key initiatives in the planning, execution and evaluation phase. This entails, project planning, process development, organizing team setup, supporting the team in agile ways of working, delivering input to the work, performing specific deep dive reviews, and analyses for senior leaders that inform or enable high-level decision-making on operations and business change initiatives
- ◆ Direct project correspondences by preparing and reviewing project proposals, memos, meeting minutes, emails, invitations and agendas
- ◆ Work with various cross functional project teams to propose creative and efficient business solutions

What we are looking for:

- ◆ You are currently enrolled as a student or have recently graduated (within the last 12 months) in Business Administration, or a similar field
- ◆ You have a curious and creative mind and enjoy to rethink ways of working
- ◆ You are a system-thinker and can easily connect the dots and develop pragmatic solutions for complex challenges, in addition you have good organizational, analytical and interpersonal skills, can prioritize and can easily coordinate events and projects, in addition you have the Ability to execute in a virtual or remote setting
- ◆ You are a team player who is highly collaborative in a diverse team, participative, autonomous with strong sense of responsibility
- ◆ You demonstrate a high motivation with a positive can-do attitude
- ◆ You are a great communicator and can capture and simplify complex topics in a customer-orientated way
- ◆ You enjoy working in a global, diverse and dynamic environment
- ◆ Fluency in English is required

Start date: 02.01.2023

Workload: 80-100%

Duration: 6-12 months

Please send your **application including a motivation letter.**

This job will be posted until Dec 9th, please make sure to submit your CV and letter before this deadline

Due to regulations **non-EU/EFTA** citizens must provide a certificate from the university stating that an internship is mandatory as part of the application

Who we are

At Roche, more than 100,000 people across 100 countries are pushing back the frontiers of healthcare. Working together, we've become one of the world's leading research-focused healthcare groups. Our success is built on innovation, curiosity and diversity. Over 10,700 employees from over 100 countries come together at our Basel/Kaiseraugst site, which is one of Roche's largest sites. [Read more.](#)

Roche is an Equal Opportunity Employer.

Apply now!

