

# *Internship for Computer Science/Informatics, Engineering, Business Administration, Social Sciences, Natural Sciences/Life Sciences or Communications student in Clinical Supply (at least 6 months) - RiKO*



Kaiseraugst, Switzerland

There are four different positions behind the following job posting:

## **Team: Clinical Supply Chain Planning**

**Position 1:** You will actively support the team in several areas: Demand & Supply Planning, Network Planning, Systems & Process Optimization, and Industry Clinical Collaborations. If necessary, you will support the management team with administrative and strategic issues.

## **Your internship responsibilities will focus on:**

- ◆ Process improvement
- ◆ KPI/metric development and collection
- ◆ Reporting Support
- ◆ Dashboard development
- ◆ Demand and inventory management
- ◆ Knowledge management
- ◆ as appropriate, administrative support management team

**Who you are:** You are enrolled in a degree program in the fields of supply chain, business administration, IT/computer science or other. Ideally, you also have previous experience with GMP-compliant work in the pharmaceutical environment.

## **Requirements:**

- ◆ Very independent and structured way of working as well as fast comprehension skills
- ◆ Organizational talent and very good communication skills
- ◆ High IT affinity (Excel/SAP) and good knowledge of Office applications (MS Office/Google Suite)
- ◆ Have good IT skills in office applications (Google Suite; MS Office)
- ◆ Excellent English skills are necessary

**Team: Business Operations Support: The Business Operations Support department supports the implementation of projects to optimize work and business processes. The aim is the continuous improvement and streamlining of production processes, as well as supporting the production operations in the development of solution-oriented measures.**

## **Position 2:**

## **Your internship responsibilities will focus on:**

- ◆ Create high quality communications and effective messaging and materials for internal business, leadership and employee communications.
- ◆ Provide centralized materials (ppt, posters, intranet content, templates, videos, images, etc.).
- ◆ Work with internal partners to execute communications activities to showcase business strategy and related initiatives.
- ◆ Develop/write messaging/articles to engage, motivate and inspire colleagues around our mission.
- ◆ Assist in innovating our internal communications landscape and processes.

**Who you are:** You are are passionate about communication topics.

## **Requirements:**

- ◆ Very independent and structured way of working as well as fast comprehension skills
- ◆ Organizational talent and very good communication skills
- ◆ High affinity for It and media tools as well as good knowledge of Office applications (MS Office/Google Suite)



- ◆ Excellent English language skills and German language skills are an advantage

### Position 3:

#### Your internship responsibilities will focus on:

- ◆ Analysis of processes, key figures as well as operational weaknesses and initiation of improvement measures
- ◆ Preparation of improvement projects (e.g. reduction of resource waste)
- ◆ Adaptation, optimization and maintenance of key figure systems and corresponding visualization as well as the creation of workflows
- ◆ Project collaboration
- ◆ General administrative support of the team

**Who you are:** You are enrolled in a degree program preferably in business administration, humanities or natural sciences. Ideally, you already have some experience in project management.

#### Furthermore, you round off your profile with the following competencies:

- ◆ Very independent and structured way of working
- ◆ High degree of initiative and quick comprehension skills
- ◆ Enjoy constructive collaboration with internal and external stakeholders
- ◆ Very good English and German language skills
- ◆ Good Google Workspace and MS Office skills

### Team: Global Clinical Distribution

**Position 4: Global Clinical Distribution in Kaiseraugst and South San Francisco ensure that clinical trial supplies are delivered in a timely manner and coordinate the various steps with the different groups and systems. You will actively support the team in planning, initiating and managing the challenging and exciting global distribution and shipment of clinical materials from Roche sites via global/local depots to local clinical trial sites.**

**As an intern in the Global Clinical Distribution group, you can expect the following main tasks:**

- ◆ Support the team in day-to-day business regarding planning, creation and initiation of shipping orders as well as ongoing (global) projects and OKR objectives (Objective and Key Results).
- ◆ Analyze current processes (e.g. process flow, resource planning, order management), evaluate existing data and visualize results for meetings, info boards, discussions
- ◆ Independent execution of smaller improvement initiatives (Continuous Improvements) within the distribution (incl. involvement of colleagues in South San Francisco)
- ◆ Support the digitalization of our processes and internal documentation / shipping orders

**Who you are:** You are enrolled in a degree program. Ideally, you also have previous experience with GMP-compliant work and/or you are familiar with SAP systems.

#### Requirements:

- ◆ Very independent and structured way of working as well as fast comprehension skills.
- ◆ Team player, enthusiasm for collaboration with various stakeholders inside and outside the organization
- ◆ High IT affinity and strong interest in logistics/supply chain topics
- ◆ Very good knowledge of German and English

**About RiKO:** The internship position is an integrated part of the Roche Internship Programme in Kaiseraugst Operations. More information about the programme you can find [here](#). More open positions in this programme you can find [here](#). **Application deadline:** 05.06.2022

**Online bewerben!**

