

Student Internship in IT for Group Communications (6 months)

Switzerland, Basel-Town, Basel

Group Functions Informatics is a multicultural, dynamic team providing IT solutions for Finance, HR, Legal, Communications and IT Procurement for Roche globally. The IT for Group Communications team is responsible for the implementation of the global Intranet, and rolls out to more than 120 countries, based on state-of-the-art technologies, which enables the Digital Strategy for internal communications. The team is also responsible for supporting Group Communications on strategic investments in the areas of Corporate Internet and Digital Asset Management. In this varied Internship you will get an insight into Communications, IT, Project Management, and Management Support.

We are looking for a passionate student who will have the following responsibilities during the Internship (included, but not limited to):

- ◆ Support to the RocheNet program on content management
- ◆ Work jointly with Group Communications and IT colleagues to meet goals
- ◆ Coordinate activities across the team and arrange conference calls
- ◆ Take an active role in global team meetings and summarize conclusions
- ◆ Support the Head of IT for Group Communications on management activities (planning, tracking and reporting)

Who you are

You're someone who wants to influence your own development. You're looking for a company where you have the opportunity to pursue your interests across functions and geographies. Where a job title is not considered the final definition of who you are, but the starting point.

You are enthusiastic about new technologies; you easily show engagement with

people and commitment to work in a team environment to pursue team goals. You are an enrolled Bachelor or Master student in areas of Communications, Journalism, Language, Computer Science or related field.

Moreover you are/have:

- ◆ Good facilitation, interpersonal and communications skills
- ◆ Good understanding of digital business processes
- ◆ You are a fast learner and have proactive attitude to drive solutions
- ◆ Good knowledge and interest in Social media activities (Google + etc.)
- ◆ Strong team player, comfortable to work in a fast-paced environment
- ◆ Fluency in English is a must, German is an asset

The preferred start date of the internship is 1st October or upon availability. Applications need to include a CV and a motivation letter. Optional: Reference letters, transcripts. 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 documents.

Who we are



Basel is the headquarters of the Roche Group and one of its most important centres of pharmaceutical research. Over 8,500 people from approximately 90 countries work in Basel, which is one of Roche's largest sites. [Read more.](#)

Roche is an equal opportunity employer.

Job facts

Location **Switzerland, Basel-Town, Basel** | Function **Information Technology**
| Subfunction **Internship/ Trainee Technology** | Schedule **Full-time** | Job level **Entry Level** | Job type **Internship / Student** | Division **Corporate Administration** | Date **2016/10/11** | Job-ID **3110673430**

Get in touch

 **Havranova, Ivana**
 +41 61 687 96 16

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