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No. A-6-9985

Analytical Junior Project Coordinator in pharmaceutical industry

- Main tasks** You will join a multicultural team and supporting the document processes, procedures, workflows, and other content/documentation of Data Operations Service Center projects. You will be engaged in the development of processes, procedures, workflows, and other supporting documentation across the different work streams of the project (e.g. EU Transparency Reporting). To collaborate with other teams such as IT, Affiliates, Standards and Governance, Quality, Project Management, Business Process Owners, Data and Analytics, Shared Service Center. Assist in measurement and review of processes to identify opportunities for improvement.
- Company profile** Within the Pharmaceutical Industry globally & successfully operating company.
- Place of work** Area of Zug
- Start of work** Immediately available
- Education** Bachelor or similar
- Experience** 2-3 years' experience in documenting processes and workflows in support of select processes in a multicultural and fast-paced environment. Healthcare experience is considered a plus. Used to communicate very well with stakeholders and senior manager. Very well organized, flexible and analytical. Process oriented thinking, able to create well-designed workflows. Proficient with MS Office (Word, Excel, PowerPoint). Experience with MS Visio or any other process mapping tool. Please apply directly to Ms Ilinca Lang. i.lang@universal-job.ch We are looking forward to hearing from you
- Languages** English - Very good
- Motivation** A dynamic working environment focusing on career opportunities where multi-cultural teams from all over the world strive the best results.
- Special requirements** This position will start with a 6 months contract. New opportunities might arise at a later stage. Some travel is required for this role.