

# Strategy & Operations Intern SSO EMEA

Job ID  
REQ-10030647  
Nov 21, 2024  
Switzerland

## Summary

Are you a student or recent graduate eager to gain practical experience and contribute to a dynamic team? We are currently seeking a motivated individual to join our Site & Study Operations Hub EMEA as an intern. This internship will provide you with the opportunity to engage in various activities related to project assistance, data analytics, and support ongoing initiatives.

Start : 2025  
Duration : min. 4 months  
Location : Campus Basel

## About the Role

### Major accountabilities:

- **Project Assistance:** As an intern, you will play a vital role in supporting ongoing projects within the Site & Study Operations Hub EMEA. Your responsibilities may include conducting research, organizing project materials, and assisting in the implementation of project plans.
- **Data Analytics:** You will have the opportunity to work with our team to analyze data and extract insights that contribute to the success of our operations. This will involve utilizing various tools and techniques to interpret data and provide valuable recommendations.
- **Support Ongoing Initiatives:** You will have the chance to contribute to the success of various initiatives by providing support to the team. This may involve coordinating meetings, preparing documentation, and assisting in the coordination of different activities.

### Minimum Requirements:

- Interest in the pharmaceutical Industry and specifically clinical research
- Ability to work independently and as part of a team, with excellent communication and collaboration skills.
- Strong analytical and problem-solving skills with the ability to interpret and analyze data effectively.
- Self-motivated and eager to learn, with a proactive mindset and the ability to take initiative.

### Work Experience:

- NA.

### Skills:

- Microsoft Office Suite and experience with data analysis tools is a plus.

**Languages :**

- English.

**Accessibility and accommodation:**

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to [diversity.inclusion\\_ch@novartis.com](mailto:diversity.inclusion_ch@novartis.com), and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

**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>

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Division

Development

Business Unit

Innovative Medicines

Location

Switzerland

Site

Basel (City)

Company / Legal Entity

C028 (FCRS = CH028) Novartis Pharma AG

Functional Area

Others

Job Type

Full time

Employment Type

Early Career (Befristet)

Shift Work

No

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