

Postgraduate Vocational Education & Training

Job ID
REQ-10036586
Jan 17, 2025
Switzerland

Summary

We are looking for an energized and motivated Postgraduate Intern who will organize Early Career Events and support the team in our daily business. Your main task will be to organize our National Future Day Initiative: You will have the opportunity to create an immersive experience for over 600 children, planning and organizing activities that allow them to explore the Novartis work environment and discover career possibilities for a day. You can watch this video to get a first impression of what this day could look like: https://youtu.be/3_vTehVW_oc.

Start Date: earliest start date 1st April 2025
Duration: 6-8 months

About the Role

Major accountabilities:

- Responsible for organizing the Novartis National Future Day 2025
- Collaborate cross-functionally, coordinate resources and logistics, and ensure tasks are completed within designated timeframes to deliver an exceptional experience for both, parents and their kids
- Further Event Management: Organize different events for apprentices, showcasing exciting opportunities at Novartis
- Provide addition support to the vocational education team on their day-to-day tasks

Work Experience:

- Recently graduated Bachelor or Master in Event Management, Human Resources, Business Administration, or related
- Experience in organizing big events is a plus

Skills:

- Pro-active, good communication skills, open and collaborative
- Structured personality with excellent time management and organizational skills
- Excellent knowledge of MS Office tools

Languages :

- Proficiency in English and German required, French is a plus

Why Novartis: Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

Commitment to Diversity and Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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 and let us know the nature of your request and your contact information. Please include the job requisition number in your message

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

People & Organization

Business Unit

CTS

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 (Fixed Term)
Shift Work
No
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Postgraduate Vocational Education & Training

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2. <https://www.novartis.com/about/strategy/people-and-culture>
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