



Fresenius Kabi is a global healthcare company that specializes in lifesaving medicines and technologies for infusion, transfusion and clinical nutrition. Our products and services are used to help care for critically and chronically ill patients.

With our corporate philosophy of "caring for life", we are committed to putting essential medicines and technologies in the hands of people who help patients and finding the best answers to the challenges they face.

In the field of biosimilars, we develop products with a focus on oncology and autoimmune diseases and in 2019, the first biosimilar product by Fresenius Kabi was launched.

Our Fresenius Kabi's dedicated biosimilar business unit is located in Eysins, Switzerland, with more than 100 employees of over 20 nationalities.

Please visit our website to find out more about biosimilars: <https://biosimilars.fresenius-kabi.com/>

### **Trainee Business Analyst: Project Management Office Based in Eysins, VD**

The Individual Contributor in the project management office (PMO) is a strategic thought partner to key stakeholders and an integral contributor to the operational planning efforts of PMO.

S/He will manage and support the transformational cross functional initiatives that are integral to the Program management and leadership organization. The specific role of the Business Analyst requires a mix of Data Analytics, Communication capabilities.

#### **MAIN TASKS:**

- Manage cross-functional projects and strategic initiatives; establish and apply a PMO process to designated projects.
- Define project metrics and KPIs (to monitor cost, time, resource and risk) and implement cross-functional tools/process to support the various department heads.
- Ensure project costs and KPIs are closely monitored and tracked such that deviations and performance issues are reported, escalated and resolved
- Support the identification of business requirements for specific BI Reports.
- Manage the implementation of BI and business analytics solutions for R&D cost reporting. In particular, develop analytics and data visualizations to generate evidence and business insights that enable operational efficiency and targeted communications to stakeholders.
- Champion the establishment of resource planning tools, to support prioritization of portfolio activities.
- Support management of annual cycle of core processes and governance including budget forecast, quarter close, SteerCo.
- Support business operations and functional activities (e.g., pre-reads, action plans and follow ups)
- Support / coordinate accurate budget reporting working fluidly with relevant internal stakeholders (i.e Finance and Project managers) to prepare and follow up accurate budget forecast, Project Costs & HC Costs etc.

- Create appropriate channels for strengthening communications and share feedback. Work with PMO Head and senior management to develop and communicate appropriate messaging.

## **QUALIFICATION PROFILE:**

### **Education & Languages:**

- Bachelor's degree in Business, Statistics, Mathematics, Computer Science, Engineering, Finance, or related field.
- Master of Business Administration.
- Life science background and good understanding of healthcare, ideally biologics is an added benefit.
- Strong competence using business intelligence software (PowerBI, Tableau, Oracle BI; IBM Cognos Analytics)
- Proficiency in English essential both oral and written (equivalent to C2 European framework level), French would be an asset.

### **Skills & Competencies:**

- Excellent analytical skill and business acumen, process-oriented and data driven mindset. Proven ability to "see beyond the numbers."
- Objective when presenting insights and guiding decision-making; demonstrate good presentation skills by pairing sound analytics with storytelling. Proven ability to collaborate effectively across a global, matrixed company
- Able to work effectively in a fluid, cross-functional, global matrixed environment and stand out as a successful collaborator capable of being able to influence without authority
- Effective in prioritizing, shows the appropriate sense of urgency around given tasks and driven to grow a business
- Motivated to continuously improve performance; outcomes-focused and driven to achieve objectives
- Able to lean in and manage through change.

### **Start date:**

ASAP

### **Duration of the contract:**

Minimum 9 months

### **Remuneration:**

Gross 2.500 CHF/month if Bachelor degree already obtained; gross 3.500 CHF/month if Master degree is already obtained.

**If you are interested in this internship, please send your CV, motivation letter and references per mail to:**

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