



## Specialist Project Documentation Admin (f/m/d)

### Job Description Summary

For **Lonza in Visp Randstad (Switzerland) AG** is looking for a **Specialist in Project documentation admin**. This position is temporary and for 12 months.

Today, Lonza is a global leader in life sciences operating across three continents. While we work in science, there's no magic formula to how we do it. Our greatest scientific solution is talented people working together, devising ideas that help businesses to help people. In exchange, we let our people own their careers. Their ideas, big and small, genuinely improve the world. And that's the kind of work we want to be part of.

#### Job description:

- Responsible for maintaining the data and systems applied to the documentation and reporting management of Capital Projects within SGIE Team at Lonza, (Basel, Switzerland).
- Responsible for securing a timely availability of the data required for delivering the CAPEX related monthly/yearly reports in time.
- Contributes to maintain and develop the existing Business solutions to provide an efficient and user-friendly experience as well as supporting the development and implementation of improvements of existing solutions.
- Collaborate with the SGIE Leads and Information Technology (IT) to ensure that the data is easily accessible and tools and systems are reliable.

#### Key requirements:

- MSc, Diploma or PhD in Business Administrator, Science, Project management or similar
- Experience in project management will be an advantage
- English and German on a high level, written and spoken is mandatory
- Good communication and organization skills
- proactive thinking

Every day, Lonza's products and services have a positive impact on millions of people. For us, this is not only a great privilege, but also a great responsibility. How we achieve our business results is just as important as the achievements themselves. At Lonza, we respect and protect our people and our environment. Any success we achieve is no success at all if not achieved ethically.

People come to Lonza for the challenge and creativity of solving complex problems and developing new ideas in life sciences. In return, we offer the satisfaction that comes with improving lives all around the world. The satisfaction that comes with making a meaningful difference.