

Lonza

Trainee, Project Delivery Visp

Job Description Summary

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.

The Trainee is responsible to support the Project Manager and the Project Director for the execution large investment projects in Visp throughout the implementation of the project. That is, from the design phases to the handover of the installations to the users

The role of this person is to put in place and maintain strong structures (e.g. organization, decision, communication, documentation flows, in accordance with project management, in order to respect SGIE Project management Processes and increase Project Team efficiency.

She/he will be also responsible for specific tasks of the project (e.g. small package of equipment, workshops responsibilities, reporting to management) to support Project Manager or Team

Key responsibilities:

- Responsible for internal coordination project tasks in order to relieve CAPEX project manager workload
- Participate to the preparation of the project reporting (charts for KPIs, collection of information)
- Develop and maintain Project Share point to establish strong processes for administrative aspects of the project (communication center for internal team and external partners, meeting minutes, actions list,)
- Organize internal as well as external workshops (technical, scheduling coordination,...) and support team members to establish agendas, meeting minutes, actions lists etc
- Participate and support regulatory inspections and customer audit
- Coordinate Technical Change Request tasks/activities considering all the stakeholders in the project timelines

Key requirements:

- Dipl. Ing. / M. Sc. / B. Sc.) or equivalent
- First experience in the construction industry, ideally in the bio, pharmaceutical or manufacturing industries and/or project management is a plus
- Fluent German and English skills are required
- Strong presentation skills and team player

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.