Compliance Specialist (m/f/d)

Temporär Jobregion: Rotkreuz Stellenprozente: 100%

Beschreibung

As a first-tier supplier to our renowned business partner, Roche Diagnostics in Rotkreuz, we are looking for a qualified and motivated **Compliance Specialist** for 12 months with option for extension.

As a Compliance Specialist (m/f/d), you will take full operational ownership of the end-to-end Grant, Sponsoring & Donation (GSD) process, including interactions with Healthcare Professionals (HCPs) and Healthcare Organizations (HCOs) such as advisory boards, doctor's associations, and speaker engagements—from the initial request through to final settlement. In this complex, multifaceted role, you will serve as the central point of contact connecting external requesters, suppliers, internal business owners, and compliance teams. Beyond ensuring all requests are handled smoothly, on time, and in strict alignment with external regulations and internal Roche guidelines, you will actively review the current process to reduce complexity, eliminate bottlenecks, and implement automation and efficiency gains.

Tasks

- You manage commercial and medical sponsoring activities throughout their entire lifecycle—from initial approval and contract support to gathering, reviewing, and archiving all required documentation (attendee lists, event reports, photos, receipts) to ensure a complete audit trail.
- You screen incoming sponsorship requests and supporting documents (official request letters, detailed agendas, overall event budgets, up-to-date HCP CVs). Review compliance due diligence checks for HCOs and HCPs, and prepare sponsorship and engagement agreements (mostly in German, some in English) using standard templates.
- You evaluate requests against internal Roche policies and the Swiss Medtech Code. Screen for key risk factors (e.g., events held during ski season, purely tourist destinations, inappropriate entertainment or side programs, and gifts to HCPs).
- You set up new vendors/creditors (HCOs, HCPs, event agencies) and create/approve Purchase Orders (POs).
- You track and coordinate financial steps through to invoice verification and approval workflows.
- You act as the key point of contact for external sponsoring requesters and doctors' associations (coordinating event logistics/approvals), as well as internal business owners, event management, marketing, medical affairs, and local/global compliance teams.
- You maintain audit-ready, compliant records and file all process-related documents in line with information compliance standards.
- You review the existing end-to-end GSD process from start to finish to reduce operational complexity.

BERATER



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Seniority Level
Mitarbeiter

Berufskategorie
Projektleitung & Management

Stellenprozent
100%

Jobtyp
Temporär

Referenz-Nr.
KWI-PM-T-58413

Jobregion
Rotkreuz

More than Jobs

- You identify gaps, manual bottlenecks, and redundant handoffs.
- You develop, revive, and roll out practical solutions to digitize, simplify, and streamline workflows (including updating roles and responsibilities).

Must haves

- You have a minimum of a Bachelor's degree (Master's degree preferred), ideally in Law, Compliance, Business Administration, or a related field, to effectively engage with highly educated stakeholders.
- You have 3–5 years of proven experience in healthcare compliance, ethics compliance, legal operations, or sponsorship management within the Pharma or MedTech industry.
- You bring solid working knowledge of the Swiss Medtech Code (mandatory—legal background alone is not sufficient) and MedTech Europe guidelines.
- You have a good understanding of relevant Swiss healthcare law (e.g., TPA/HMG, TPO/VAM) and basic familiarity with broader regulatory frameworks (such as IVDR).
- You are business fluent in both German and English (written and spoken), as most contracts are in German (with some English contracts for the French-speaking region).
- You have proficiency in MS Office; highly self-driven, flexible, detail-oriented, and pragmatic project/stakeholder manager with strong communication skills.

Nice to haves

- You bring prior experience with internal Roche systems, processes, and compliance policies.
- You have hands-on experience opening/onboarding new suppliers and creating/managing Purchase Orders (POs).
- You have practical experience with disclosing transfers of value under Swiss Medtech and MedTech Europe rules.
- You speak French

Are you interested? Do not hesitate and submit your complete application documents online today.

We also process applications by post, but will not return them for administrative reasons. We look forward to hearing from you!

Wir wertschätzen Vielfalt und begrüssen daher alle Bewerbungen – unabhängig von Geschlecht, sozialer Herkunft, Religion, Alter und Identität. Zur leichteren Lesbarkeit und besseren Verständlichkeit verwenden wir nur eine Gender-Form. Selbstverständlich sind im jeweiligen Kontext alle Genderformen gleichermassen gemeint.

Unser Bewerbungsprozess