Healthcare 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 currently looking for a motivated and dedicated **Healthcare Compliance Specialist** for a temporary assignment of 1 year, with high probability of extension.

As a Compliance Specialist, 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, doctors' 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.

You thrive in complex, multi-stakeholder environments. You communicate effortlessly across all seniority levels - from medical doctors and external associations to internal finance, marketing, and legal teams. You do not just follow a checklist; you look at the big picture. While managing daily operations, you actively spot manual bottlenecks and take initiative to simplify and streamline workflows. You have a sharp eye for compliance risks and documentation accuracy, working independently and proactively to ensure everything is audit-ready.

Tasks & Responsibilities

- 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
- 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
- Evaluate requests against internal Roche policies and the Swiss Medtech Code, and screen for key risk factors (e.g., events held during ski season, purely tourist destinations, inappropriate entertainment or side programs, and gifts to HCPs)

BERATER



Kristof Wildmann
+41 41 203 33 50

Seniority Level
Mitarbeiter

Berufskategorie
Projektleitung & Management

Stellenprozent
100%

Jobtyp
Temporär

Referenz-Nr.
KWI-PM-T-58413

Jobregion
Rotkreuz

More than Jobs

- Set up new vendors/creditors (HCOs, HCPs, event agencies) and create/approve Purchase Orders (POs)
- Track and coordinate financial steps through to invoice verification and approval workflows
- Act as the key point of contact for external sponsoring requesters and doctors' associations (coordinating event logistics and approvals), as well as internal business owners, event management, marketing, medical affairs, and local/global compliance teams
- Maintain audit-ready, compliant records and file all process-related documents in line with information compliance standards
- Review the existing end-to-end GSD process from start to finish to reduce operational complexity
- Identify gaps, manual bottlenecks, and redundant handoffs
- Develop, revive, and roll out practical solutions to digitize, simplify, and streamline workflows (including updating roles and responsibilities)

Must-Haves

- 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
- 3–5 years of proven experience in healthcare compliance, ethics compliance, legal operations, or sponsorship management within the Pharma or MedTech industry
- Solid working knowledge of the Swiss Medtech Code (mandatory—legal background alone is not sufficient) and MedTech Europe guidelines
- Good understanding of relevant Swiss healthcare law (e.g., TPA/HMG, TPO/VAM) and basic familiarity with broader regulatory frameworks (such as IVDR)
- 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)
- Proficiency in MS Office; highly self-driven, flexible, detail-oriented, and pragmatic project/stakeholder manager with strong communication skills

Nice-to-Haves

- Prior experience with internal Roche systems, processes, and compliance policies
- Hands-on experience opening/onboarding new suppliers and creating/managing Purchase Orders (POs)
- Practical experience with disclosing transfers of value under Swiss Medtech and MedTech Europe rules
- Fluency in French

Benefits

- Become part of one of the most prestigious pharmaceutical companies and actively shape the future of healthcare
- Experience a work culture that promotes diversity and inclusion and where all employees feel valued
- Work on a state-of-the-art campus featuring green spaces, meeting

areas, and an inspiring atmosphere
- Work with modern and up-to-date tools in an innovative work environment
- Start with a professional onboarding process and a thorough introduction to your new role during the Welcome Days
- Benefit from financial support for your professional development plans
- Enjoy a selection of high-quality meals in modern staff restaurants
- As part of a sustainable mobility concept, on-site parking spaces are available to you (subject to eligibility criteria)
- Take advantage of unbeatable, year-round discounts at renowned retailers and over 200 top brands
- Benefit from fleet discounts when purchasing new cars or receive constant fuel discounts with the company's fuel card

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