Lab Manager (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 **Lab Manager** for a temporary assignment of 12 months, with high probability of extension.

Tasks & Responsibilities

- You authorize lab access, optimize space with planning/SHE/facility teams, manage inventory and digital storage platforms (with weekly/monthly reconciliations), act as the primary facility/utility event contact, and supervise routine housekeeping and hazardous waste disposal.
- You ensure all activities meet GxP, company, and local SHE regulations; enforce Good Documentation Practices (GDP) for logbooks and records; and represent the lab during internal/external audits through regular self inspections and Gemba walks.
- You lead and moderate risk assessments, including Equipment Change requests (ECRs) and Equipment Criticality Reviews, while planning and supervising all equipment qualifications (IQ/OQ/PQ), calibrations, maintenance, repairs, and decommissioning
- You manage and maintain accurate SAP master data for all laboratory equipment across multiple rooms, review, and update essential technical documents (including URS, QP, and Periodic Reviews). Safety Enforcement & Stakeholder Relations: Partner with the SHE department and Biosafety Officer to enforce safety rules, exercise the authority to deny lab access for non-compliance, coordinate and monitor external vendor performance, and run regular meetings to resolve operational or scheduling conflicts.
- You coach and mentor lab scientists on safety and compliance standards, and drive continuous improvement projects to make lab workflows and equipment qualification processes faster, safer, and more efficient. Team Support: Perform additional duties as assigned to support the broader R&D Services team and manage structured business continuity processes, such as formal handovers.

Must Haves

- You have a Bachelor’s degree in the life sciences with 5+ years of experience, or a Master’s degree in the life sciences field with 3+ years of experience, specifically within a pharmaceutical or diagnostics laboratory.
- You have a solid understanding of GxP quality frameworks, Good Documentation Practices (GDP), and Safety, Health, and Environmental (SHE) standards, with highly desirable experience in

BERATER



Kristof Wildmann
+41 41 203 33 50

Seniority Level
Mitarbeiter

Berufskategorie
Pharma & Chemie & Life Science

Stellenprozent
100%

Jobtyp
Temporär

Referenz-Nr.
KWI-PC-T-59037

Jobregion
Rotkreuz

More than Jobs

managing Non-Conformance (NCs) and participating in internal/external regulatory audits (e.g., ISO or health authority inspections).
- You have a strong track record in project coordination— specifically regarding setting up lab workflows—with sharp attention to detail in process mapping, risk analysis, and technical problem-solving.
- You hold a high degree of professional reliability with excellent stakeholder management skills, and a proactive approach to flagging operational risks and organizing vendor collaborations.
- Fluent in German (written and spoken); Professional English language (written and spoken).

Nice to Haves

- Additional local languages are preferred

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 our 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