

Strategic Communications & Execution Lead (m/f/d) 60-80%



Temporär Jobregion: Rotkreuz Stellenprozent: 60 - 80%

Beschreibung

As a first-tier supplier to our renowned business partner **Roche Diagnostics in Rotkreuz**, we are currently looking for a motivated and dedicated **Strategic Communications & Execution Lead** for a temporary assignment of 1 year, with high probability of extension.

The NextGen Quote-to-Contract (Q2C) team is seeking a high-energy and proactive Strategic Communications & Execution Lead. This role serves as the "connective tissue" of a global transformation, bridging the gap between complex product development and a global audience of thousands. The ideal candidate will be a dual-threat professional, combining information architecture with strategic storytelling to ensure operational excellence and clear user navigation across the globe.

The perfect candidate is a structured orchestrator who finds beauty in a perfectly organized knowledge base but gets a thrill from capturing the "heart" of an audience through engaging content. The candidate possesses a collaborative mindset and the ability to navigate complex stakeholder landscapes, driven by the challenge of turning a sea of information into a "Single Source of Truth" for a global community.

Tasks & Responsibilities

- Architectural Governance & PMO Landscape: Design and maintain a holistic map of meeting structures, reporting cycles, and governance rituals.
- Define the "Project Infrastructure," including stakeholder lists and high-level roadmaps, to ensure scalability.
- Establish the structure and logical flow for internal and external knowledge management.
- Asset Stewardship & Excellence: Assume end-to-end responsibility for "Living Assets" (G-Site, Playbooks, FAQs), including quarterly reviews.
- Create and standardize the "Master Toolkit" (templates, slide decks, tracking sheets) for a unified brand.
- Curate the Multimedia Video Portal, ensuring a seamless experience for demos and recorded content.
- Map global training needs and define the overarching "Training Approach" and guidelines.
- Global Communication & Milestone Execution: Lead the end-to-end execution of the monthly newsletter, from content hunting to distribution.
- Drive bi-weekly and monthly reporting enablement, aggregating progress for leadership status updates.

BERATER



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Seniority Level
Mitarbeiter

Berufskategorie
Administration /
Verkauf / Einkauf

Stellenprozent
60 - 80%

Jobtyp
Temporär

Referenz-Nr.
DDZ-AVE-T-53553

Jobregion
Rotkreuz



- Translate technical milestones into inspirational "Success Stories" for the global community.
- Define and publish a "Holistic Scenario Map" linking development milestones to training assets and videos.
- Bridging & Transition Enablement: Ensure the narrative between the core Q2C project and "Bridging" solutions is perfectly aligned and clear.
- Develop transition assets, including migration guides, "what's changing" memos, and stage-gate visuals.
- Support product management in ad-hoc activities to ensure smooth execution across the lifecycle.

Must-Haves

- Successfully completed university degree in Communications, Business Administration, Information Management, or an equivalent qualification
- 3-4 years of experience in a similar position within a global project, PMO, or corporate communications environment
- Expertise in information architecture and document governance
- Strong ability to translate complex technical concepts into simple, engaging narratives
- Ability to structure newsletters and other forms of communications with relevant content and visually appealing
- Proficiency in collaborative and administrative tools (e.g., G-Suite, Confluence, Video Portal CMS)
- Fluent in English (C1), both spoken and written, with excellent copywriting skills
- High level of initiative and the ability to work independently in a fast-paced global environment
- Strong interpersonal skills to navigate a diverse stakeholder landscape
- Strategic thinker with attention to detail

Nice-to-Haves

- Experience in large scale project management
- Familiarity with visual design tools or video editing software to enhance communication assets
- Proven track record of managing "Change Management" communications for large-scale digital transformation

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

