

Technical Writer 80-100% (m/f/d)

Temporär Jobregion: Basel Stellenprozent: 100%

Beschreibung

As a first-tier supplier to our renowned business partner F. Hoffmann-La Roche Ltd. in Basel and Kaiseraugst, we are currently looking for a motivated and dedicated **Technical Writer** for a temporary assignment of 10 month.

Advances in AI, data, and computational sciences are transforming drug discovery and development. Roche's Research and Early Development organisations at Genentech (gRED) and Pharma (pRED) have demonstrated how these technologies accelerate R&D, leveraging data and novel computational models to drive impact. Seamless data sharing and access to models across gRED and pRED are essential to maximising these opportunities. The new Computational Sciences Center of Excellence (CS-CoE) is a strategic, unified group whose goal is to harness this transformative power of data and Artificial Intelligence (AI) to assist our scientists in both pRED and gRED to deliver more innovative and transformative medicines for patients worldwide.

Within the CoE organisation, the Portfolio & Operations team organises and drives CoE core operations, portfolio strategy & management, administration, budget planning, vendor management and procurement interactions and informatics operations including managing cloud & software spend. This team serves as both the strategic catalyst and operational backbone for the CoE enabling business performance, transparency, and accountability.

This role is critical to our transition from fragmented, manual legacy processes to a unified, scalable "One Source of Truth" model. You will be responsible for documenting internal processes with a primary focus on clarity, transparency, and clearly defined roles and responsibilities.

Tasks & Responsibilities

- You will partner with functional leads to translate complex operational workflows into high-quality documentation centralized within the current Roche ecosystem (e.g., Google Sites, Drive, and Shared Drives) . Your focus will include, but is not limited to, the following areas:
- Portfolio Management & Strategy: Documenting how the CoE organizes and drives core operations and portfolio strategy, and the lifecycle of AI/ML projects from intake to value realization.
- Contracts, Procurement & Licensing (CPL): Mapping standardized contract workflows and centralized project intake tools to streamline interactions with Global Procurement.



BERATER



Adnan Ferizi
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Seniority Level
Mitarbeiter

Berufskategorie
IT

Stellenprozent
100%

Jobtyp
Temporär

Referenz-Nr.
AFE-IT-T-52045

Jobregion
Basel

- Strategic Supplier & Vendor Management: Detailing interactions for procurement and vendor management, including specialized GPU/Cloud compute provider onboarding
- Learning & Development (L&D): Documenting the global CoE training matrix and automated system-based training processes.
- Operational Guidelines (DOG): Creating content for a centralized "Policy Hub" to house all CS-CoE policies.
- Financial Operations: Documenting cloud and software spend management, time reporting, and financial WBS strategies

Key Responsibilities

- Process Documentation & Visualization: Capture and formalize end-to-end operational processes, ensuring all steps are logical, transparent, and easy to follow.
- Roles & Responsibilities (RACI): Clearly define "who does what" within each process to ensure accountability across the CS-CoE.
- Content Standardization: Ensure all documentation follows a unified structure and tone, aligning with the broader P&O vision.
- Stakeholder Engagement: Interview subject matter experts (SMEs) across Portfolio, Finance, and L&D to extract technical knowledge and translate it into user-friendly guides.
- Asset Maintenance & Governance: Regularly update the "Policy Hub" and process repositories to reflect the most current operational standards.

Must Haves:

- Bachelor's degree in Technical Writing, Communications, English, or a related field (e.g. Documentation/ Process Management)
- 3-5 years of experience, ideally within Healthcare Life Sciences (HCLS) or a Software Engineering environment.*****
- Technical Writing Expert: Exceptional ability to translate complex operational and manual processes into clear, actionable, and persuasive documentation for diverse audiences.*****
- Documentation-as-Code Practitioner: Familiarity with Markdown, version control (e.g., Git/GitHub/GitLab), and static site generators.*****
- You understand that "code" isn't just for software - it's for sustainability.
- Detail-Oriented Architect: A focus on precision and the ability to map intricate workflows involving budget planning, procurement, and informatics operations into logical, modular assets within the OneDoc framework.*****
- Strategic Execution: A systems-thinker who can understand high-level operational strategy and convert it into tactical documentation assets that drive user adoption and "One Source of Truth" integrity.
- Agility & Collaborative Fluency: Comfortable working in a dynamic, fast-paced environment and managing multiple documentation workstreams simultaneously. You are an expert at leveraging Google Workspace for real-time collaboration while maintaining the architectural rigor of a code-based documentation system.
- English fluent is a MUST

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

