



Internship for Students in Real Estate, Finance, Business or IT in Diagnostics Global Capital Investment & Real Estate (12 months, Basel)

Basel, Basel-City, Switzerland

The Position

This is a unique opportunity to apply skills learned in academia in the broad field of corporate real estate.

Roche Global Capital Investment & Real Estate (CIRE) is responsible for providing an efficient, effective and sustainable working environment for 40,000 employees of Roche Diagnostics globally.

This is done in various ways, from identifying and securing the right real estate solutions, workplace strategy to understand local functional requirements, designing office layouts, constructing manufacturing facilities, controlling and approval of capital expenditure across the division in over 100 countries. In the “post-covid” world, there has never been a more exciting time to shape the future of the working environment at Roche.

Our multi-disciplinary team offers the perfect environment for a motivated intern to apply and develop existing skills, while learning many new skills, in a dynamic work setting.

The Student Intern Real Estate supports Global Lead Real Estate Transactions in implementing governance compliant, best practice processes globally, managing Real Estate transactions and delivering consistent high-quality performance within the Real Estate organisation. Real estate projects include new lease acquisitions, disposals, renewals, sales or purchases.

We are looking for a motivated, engaged and mature self-starter, keen to grow beyond the core responsibilities outlined below.

The core analytical responsibilities in this internship will be:

- ◆ Financial modelling (review and audit of 3rd party submitted cashflow models)
- ◆ Critical date and project initiation tracking
- ◆ Real estate portfolio management (critical date management, internal approval preparation and submission, milestone tracking for self delivered project transaction management, and milestone tracking for 3rd party transaction management vendors as required)
- ◆ Financial Governance Programme Management support (review and quality control governance approval requests)
- ◆ Improved analysis of existing data (lease portfolio data, KPIs, savings/value add, statistical analysis and reporting, management of Roche Project Performance Scorecard and preparation of quarterly Enabling Team update)
- ◆ Data management (e.g. occupied owned & leased asset database: data updates, document & data collection from local internal contacts, data audit, data cleansing, automated suspicious data identification, abstraction open query resolution support and external vendor reporting archiving)
- ◆ Systems administration (adding/removing users, changing access rights as needed in real estate project management & lease administration platforms)
- ◆ IFRS16 data validation and reporting coordination

The core creative responsibilities in this internship will be:

- ◆ Financial modelling (management and continuous improvement of cashflow models)
- ◆ Optimization of existing workflows and tools - process design and automation

- ◆ Design and implement improved data management protocols - process design and data management
- ◆ Internal reporting & comms (KPIs, activity reports, intranet site updates, internal news articles, internal Google Spaces updates)
- ◆ Local stakeholder management in transaction management of self-delivered real estate projects
- ◆ Collaboration across multi-disciplinary teams to evolve and innovate Roche corporate real estate management in line with best practice

Who you are:

- ◆ **You are currently enrolled in your Bachelor or Master course in the fields of Real Estate, Finance, IT, Business, or Management**
- ◆ You have a passion for Real Estate
- ◆ You have effective and clear communication skills
- ◆ You are proficient in **English**

If you want to use this internship towards the practical part of a degree (i.e. Bachelor's, Master's or Diploma thesis), please include this information in the application, as well as suggestions of your thesis topic which can be completed during the internship.

The preferred start date of the internship is November 2023 for 12 months. Please clearly indicate your earliest availability on your motivation letter.

Remote work possible after initial onboarding 2 days/week. Office anchor days in Basel Mon-Weds.

Applications must include the following documents:

- ◆ A current CV
- ◆ A motivation letter
- ◆ A certificate of enrollment at a university (you must be enrolled during the entire length of the internship)
- ◆ A certificate issued by your university **stating that a 12-month internship is a mandatory (integral) part of your studies**

We are looking forward to your application!

Who we are

At Roche, more than 100,000 people across 100 countries are pushing back the frontiers of healthcare. Working together, we've become one of the world's leading research-focused healthcare groups. Our success is built on innovation, curiosity and diversity.

Basel is the headquarters of the Roche Group and one of its most important centres of pharmaceutical research. Over 10,700 employees from over 100 countries come together at our Basel/Kaiseraugst site, which is one of Roche's largest sites. [Read more.](#)

Besides extensive development and training opportunities, we offer flexible working options, 18 weeks of maternity leave and 10 weeks of gender independent partnership leave. Our employees also benefit from multiple services on site such as child-care facilities, medical services, restaurants and cafeterias, as well as various employee events.

We believe in the power of diversity and inclusion, and strive to identify and create opportunities that enable all people to bring their unique selves to Roche.

Roche is an Equal Opportunity Employer.

[Apply now!](#)