

Junior Trade Affairs Manager



Basel, Basel-City, Switzerland

The Position

Are you currently looking for a job during your Master studies or during your doctoral thesis/dissertation? Then this might be a good fit for you. Ideal as a job during your studies.

We are looking for a motivated, dynamic, flexible and friendly Junior Trade Affairs Manager to support the Internal Customs and Trade Affairs team in Basel with 50%.

Main Areas would include:

Risk Management:

- ◆ Monitoring
- ◆ Training

Trade Affairs & Tax:

- ◆ Research (EUGh, WTO)
- ◆ Prepare Position Papers, write internal Memos and Reports
- ◆ Presentations (prepare, research etc.)

Assistance to Head FST:

- ◆ Administrative and secretarial support to leaders and other team members, to help achieve business/departmental goals.
- ◆ Self-dependent administrative support for the Head of the departments, including calendar management, meeting, event & travel co-ordination
- ◆ Team docs and Internal Homepage management
- ◆ Maintenance of legal collections, update and filing

To be great in this role, we believe you will need to have these soft skills:

- ◆ A can-do, positive mindset with creative ways to resolve topics.
- ◆ good interpersonal and communication skills with all levels of the organisation, adaptability
- ◆ A love for challenges in a dynamic, global environment and the ability to handle multiple tasks at one time
- ◆ Interest to learn more on topics like customs, trade, Incoterms, supply chain and other taxes.

To be great in this role, we believe you will need to have these hard skills:

- ◆ Studying a **Master, or finishing a Master and starting a PhD.**
- ◆ Excellent knowledge in MS office and Google Mail and Calendar.
- ◆ Affinity to Numbers and Statistics
- ◆ Experience in administrative jobs

Language:

- ◆ **English:** Minimum B2 or C1 (CAE or similar)
- ◆ **German:** Minimum B2 or C1
- ◆ Other languages are always a plus

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.](#)

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