



Trainee - Shared Infrastructure (ideally 2 years) (m/f/d)

Job Description Summary

Today, Lonza is a global leader in life sciences operating across three continents. While we work in science, there's no magic formula to how we do it. Our greatest scientific solution is talented people working together, devising ideas that help businesses to help people. In exchange, we let our people own their careers. Their ideas, big and small, genuinely improve the world. And that's the kind of work we want to be part of.

We are looking for an organized and proactive Trainee in Shared Infrastructure to support our Project Owners and Operational Excellence Manager in driving strategic initiatives and optimizing processes. **The Shared Infrastructure includes Energy & Disposal Production Plants, the associated Project- & Maintenance Engineering and the site wide Workshops and Standards Team.** This role is ideal for a recent engineering graduate eager to develop their project management skills in a technical environment. More information on Lonza's vision, purpose and strategy can be found [here](#).

Key Responsibilities

- **Project Coordination:** Assist in balancing team efforts, coordinating tasks across departments, and ensuring timely completion of project deliverables.
- **Documentation & Reporting:** Prepare project documentation, reports, and PowerBI dashboards for effective tracking and performance analysis.
- **Cross-Functional Support:** Engage with various departments to track project progress, organize internal workshops, and prepare agendas, meeting notes, and action lists.
- **Training & Daily Management:** Support OPEX trainings, maintain training records, and participate in daily management activities such as Gemba walks, KPI tracking, and follow-up actions.

Key Requirements

- **Educational Background:** Bachelor's or Master's degree in Mechanical Engineering or a related field.
- **Technical Skills:** Strong knowledge of Power BI, SharePoint, and Excel, with the ability to work independently and in teams.
- **Communication & Organization:** Excellent written and verbal communication skills; organized and adaptable to shifting priorities and project needs.
- **Proactive & Persistent:** Anticipates needs, approaches challenges with a solutions mindset, and ensures essential project information is acquired and shared.
- **German & English:** Strong written and oral communication skills

This position is an excellent opportunity to develop project management expertise in a collaborative, goal-oriented environment. We look forward to your application!

Every day, Lonza's products and services have a positive impact on millions of people. For us, this is not only a great privilege, but also a great responsibility. How we achieve our business results is just as important as the achievements themselves. At Lonza, we respect and protect our people and our environment. Any success we achieve is no success at all if not achieved ethically.

People come to Lonza for the challenge and creativity of solving complex problems and developing new ideas in life sciences. In return, we offer the satisfaction that comes with improving lives all around the world. The satisfaction that comes with making a meaningful difference.