

Intern in International President Communications

Job ID
REQ-10066390

11月 07, 2025

Switzerland

摘要

Are you a Bachelor´s student or recent graduate eager to gain hands-on experience in corporate communications within a global organization?

As a Full-Time Intern, you will support internal and external communications projects for the International President, contributing to content creation, digital channel operations, and stakeholder engagement. This internship offers a unique opportunity to build skills in a fast-paced, international environment.

You will report to the Senior Manager, International President Communications and help advance the communications strategy for Novartis International—a commercial unit serving Europe, Asia, Africa, Australasia, Canada, and Latin America, which reached over 220 million patients in 2024.

About the Role

Location: Basel, Switzerland, #LI-Hybrid

This internship is limited up to 9 months with a possible start date in January 2026.

Please note that we can only accept applicants who are eligible to work in Switzerland.

Key Responsibilities:

- **Engagement & Editorial Support:** Track engagement activities and maintain the editorial calendar for the International President.
- **Content & Presentation Creation:** Assist in preparing stakeholder materials, presentations, and internal briefings.
- **Social Media & Communication Channels:** Monitor and support platforms like LinkedIn and Novartis Hub, draft posts, and manage communication channels and inboxes.
- **Event & Campaign Support:** Contribute to content development for international employee events and help track campaign metrics.
- **Multimedia & Vendor Coordination:** Organize multimedia archives and assist with liaising with agencies and vendors for team projects.

Essential Requirements:

- Currently pursuing or recently completed Bachelor 's degree in Communications, Public Relations, Marketing, or a related field.
- Strong interest in corporate and digital communications.
- Excellent organizational skills and attention to detail.
- Fluent in English, with solid written and verbal skills.
- Ability to work effectively as part of a team and follow instructions.
- Willingness to learn and take initiative on assigned tasks.

Desirable Requirements:

- Familiarity with social media platforms and digital tools.
- Additional language skills beyond English.

Commitment to Diversity & Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse team 's representative of the patients and communities we serve.

Our recruitment decisions are based on selecting the best person for the job, regardless of gender,

religion, age, color, race, sexual orientation, nationality or disability.

Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to diversity.inclusionch@novartis.com, and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Application deadline: November 21 EOB.

Please submit a cover letter that includes your motivation for the position and from when you will be available.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

部門
Corporate Affairs

Business Unit
CTS

地点
Switzerland

站点
Basel (City)

Company / Legal Entity
C028 (FCRS = CH028) Novartis Pharma AG

Functional Area
Others

Job Type
Full time

Employment Type
Early Career (Fixed Term)

Shift Work
No

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