



<https://jobsleworld.com/jobs/office-worker-job-in-switzerland-roche-careers/>

## Office Worker

### Job Location

Switzerland

Remote work from: GE; USA; AU; NZ; DK; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; QA; MA; SA; MX; AE; CA; GT; DO

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### Base Salary

USD 3,000 - USD 5,000

### Qualifications

### Hiring organization

Roche

### Date posted

January 18, 2025

### Valid through

31.07.2025

APPLY NOW

High School Diploma or equivalent (additional certifications are a plus).

## Employment Type

Full-time

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## Description

### Office Worker Job in Switzerland – Roche Careers

Are you searching for an **office worker job in Switzerland**? Roche, one of the world's leading biotechnology companies, is hiring talented individuals for administrative roles. This is your chance to join a global company and grow your career in a professional environment.

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### Office Worker Job in Switzerland

**Company:** Roche

**Position:** Office Worker

**Location:** Switzerland

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### Roche Jobs Apply Online

Details	Information
<b>Selection Process</b>	Online Application, Virtual Interview
<b>Qualification</b>	High School Diploma or equivalent
<b>Skills</b>	Communication, organizational skills, computer literacy
<b>Eligibility Criteria</b>	Minimum Age: 18 years, Visa sponsorship available
<b>Salary</b>	CHF 4,000 – 6,500 Per Month
<b>Experience</b>	Freshers and Experienced Candidates Welcome
<b>Apply Method</b>	Online Application
<b>Application Medium</b>	Roche Official Website
<b>Last Date to Apply</b>	Rolling Basis
<b>Working Hours</b>	8:30 AM – 5:30 PM, Monday to Friday

### Job Description

Roche is looking for motivated **office workers** to assist with a variety of administrative and organizational tasks. Join our team and work in a supportive and collaborative environment where you can contribute to meaningful projects.

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### Responsibilities

- Manage and organize office records and files.
- Prepare and edit reports, presentations, and documents.
- Coordinate schedules and arrange meetings.
- Handle email and phone communication professionally.
- Maintain office supplies and ensure smooth daily operations.

- Assist with planning and executing office events.
- Provide support to various teams and departments.
- Follow company policies and maintain confidentiality.

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## Skills

- Strong verbal and written communication skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Excellent organizational and time-management abilities.
- Attention to detail and accuracy in work.
- A positive attitude and a willingness to learn.
- Ability to multitask and adapt in a fast-paced environment.

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## Qualifications

- High School Diploma or equivalent (additional certifications are a plus).
- Fluency in English (knowledge of French or German is an advantage).
- Basic knowledge of office administration.

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## Experience

- Freshers are encouraged to apply.
- Previous office or administrative experience is beneficial but not required.

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Take advantage of this opportunity to join **Roche in Switzerland**. With **visa sponsorship available**, this role is perfect for candidates looking to build a career in a globally recognized organization. Apply today and secure your future with

**Roche**  
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