

Selectchemie AG, Zurich, Switzerland
Work place: Zurich, Switzerland

Associate FDF (40 %)

About Selectchemie AG

Selectchemie is an independent Swiss company serving the pharmaceutical and nutrition industry since 1969 as a premier supplier of high quality ingredients and generic finished dosage forms. As a full-service provider we create added value by offering comprehensive technical, scientific, regulatory and commercial support all along the value chain. Worldwide, our 120 experienced professionals with commercial and scientific background, based at the headquarters in Zurich, Switzerland and locations in 18 countries, provide customers, principals and suppliers with solutions tailored to their needs.

Join our team

Our department Generics: Dossiers & FDF develops finished dosage forms (FDF) and generic dossiers in collaboration with co-development partners from the idea to the market. We commercialize such FDF & dossiers under license & supply agreements to a global generics customer base. We are seeking a detail-oriented and responsible Associate to join our FDF department. This entry-level role offers on-the-job training and is ideal for someone who is highly reliable, willing to take on responsibility, and has strong attention to detail.

Your tasks and responsibilities

- Inspection of Printed Secondary Packaging Materials – Perform thorough inspections to ensure all materials meet quality and regulatory standards.
- Order Processing – Accurately process and track orders from packaging material manufacturers.
- Invoice Verification – Review and verify invoices from contract manufacturers and suppliers.
- Excel Reporting – Create and maintain basic Excel tables for departmental support.
- Administrative Support – Provide general administrative assistance to the department as needed.

Your profile

- High accuracy and reliability, with a willingness to take on responsibility
- Basic Excel skills; experience with ERP systems is a plus
- Familiarity with GMP guidelines is a nice-to-have
- Proficiency in English, both written and spoken
- Good vision (corrected vision accepted), as tasks involve reading small print; colour differentiation ability is also necessary

What's in it for you?

- An opportunity to gain experience in the pharmaceutical sector, with exposure to order processing, quality control, and ERP systems
- Dynamic globally acting team
- Your input is key and you're part of creating our future success
- Close cooperation with colleagues across the entire hierarchy within Selectchemie
- Short decision processes
- Attractive compensation package

We are pleased to receive your complete application via:
jobs@selectchemie.com