

We encourage and support new ideas and are always seeking to improve the quality of patients lives.

Qmedics AG is a privately held independent Swiss company founded in 2008. Since 2016 we are focusing on the development and manufacturing of our own product portfolio of stent delivery systems alongside their balloon dilation catheter. The broader view to innovate and improve the concept of endovascular implants - particularly stent and balloon technology - is based on our OEM activity during the first years.

Are you our new determined professional experienced in Microsoft solutions with passion willing to contribute to the growth and success of our company?

## Software Technician (100%)

### Your Responsibilities

- Contribute on the project development and ensure implementation of the systems within the company environment
- Ensure optimal performance of the systems, based on needs and requirements by departments
- Plan, development and optimise different processes within the systems
- Bug fixing of already existing processes within SharePoint and future systems
- First Level Support inhouse for SharePoint and future systems
- Responsible for training employees on records management procedures and policies, which include documentation, retention, retrieval, destruction and disaster recovery
- Assist with file migrations and audits, and perform administrative tasks as needed

### Your Qualifications

- Bachelor's degree in economic computer science
- 3-5 years' technical experience with document control and process map within the **CMS** SharePoint
- Strong understanding of environment management, release management, code versioning best practices and deployment methodologies
- Strong knowledge of **CRM** software quality assurance best practices and methodologies
- Knowledge of special terminology (e.g. **medical** documents), ISO 13485 and software validation for medical purposes of advantage
- Ability to collaborate with client stakeholders to define requirements, deliverables and set expectations on tasks that you and your team will be responsible for
- Strong analytical and problem-solving skills; Creativity & critical thinking
- Computer-savvy and well-versed in Microsoft Office products
- Detail-oriented, dependable and trustworthy since you encounter complex and sensitive documents
- Excellent command of spoken and written English, good German highly desirable
- Teamplayer with strong interpersonal and communication skills

We offer you a challenging position in a motivated expert team. Qmedics AG is a growing innovative company with the ambition to make a substantial contribution to a world where everyone enjoys life without limitations.

We look forward to receiving your application at [HR@qmedics.ch](mailto:HR@qmedics.ch) to the attention of our HR Manager Ms Sabine Anna Gnädinger. Please note, that we do not work with recruitment agencies to fill this vacancy.