

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 medical technology company founded in 2008. We develop and manufacture stents, stent systems and balloon dilatation catheters. Our portfolio offers standard and customized products, solutions and technologies. With our passion for life, we focus on innovation and enhancement the concept of endovascular implants.

Do your strengths lie in the area of Human Resources? We are looking for an

HR Assistant 40-60%

Your Responsibilities

- Creation and maintenance of specific HR processes
- Cooperation in HR-Projects
- Independent processing of personnel administration from entry to exit
- First contact person for employees, superiors and external positions in administrative HR matters
- Support in personnel recruitment
- Management and monitoring of the time & attendance recording system
- Backup of the HR-Manager
- Payroll administration if interested and suitable

Your Qualifications

- You successfully completed a commercial education with advanced training in Human Resource Management (Personal assistant, Social Security Specialist, HR-Specialist)
- You have several years of experience in a comparable position
- You are a service- and customer-oriented character with an independent, very reliable and absolutely trustworthy way of working
- You can integrate into a team and have a friendly but determined demeanour
- You have excellent knowledge of German and English written and spoken and ideally you also speak French
- You will quickly find your way around IT applications and you have already knowledge in SAGE50, Navision und Mobatime

Interested?

Join our highly motivated and qualified team and make a significant contribution to a world where everyone can live without restrictions. We look forward to receiving your complete application at HR@qmedics.ch. For further information please address to Mrs. Monica Baumann. Please note, that we do not work with recruitment agencies to fill this vacancy. Only direct applications will be considered.