

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 you want to become part of a highly motivated team as our new

Junior Purchasing Specialist 60% (m/w)

Your Responsibilities

In this position you play a vital role to keep the Supply Chain running. Your main tasks are:

- Research and identify prospective vendors
- Liaise with internal project teams and maintain strong supplier relations
- Evaluate products and suppliers according to key business criteria
- Prepare proposals and request quotes
- Prepare and issue purchase orders and agreements
- Monitor supplier performance and resolve issues and concerns
- Work closely with Demand/Production Planning about delays, shortages and quality issues of purchased materials
- Assist the team and other departments in carrying out administrative tasks
- Comply with company policies, procedures, and regulatory standards

Your Qualifications

- Business School E / M profile, or completed studies in Business Administration, Purchasing or Logistics
- Experience in purchasing / order handling preferably in a medium-sized industrial production environment of medical devices
- Good knowledge of vendor sourcing practices (researching, evaluating and liaising with vendors)
- Understanding of general supply chain procedures
- Solid analytical skills
- Excellent communication, interpersonal, and negotiation skills.
- German and English – Fluent written and spoken
- Good knowledge of MS Office, especially Excel and experience with ERP solutions (Navision)
- A real team player with strong organizational skills

With us you will find a challenging position in a motivated expert team and the opportunity to actively contribute to the success of our company. 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 to the attention of Mrs. Monica Baumann. Please note, that we do not work with recruitment agencies to fill this vacancy. Only direct applications will be considered.