

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.

Are you the highly motivated and service-minded candidate as our new

## Regulatory Affairs Assistant

### Your Responsibilities

- General support of Regulatory and Clinical Affairs departments as well as supporting internal RA projects.
- Collecting and analysing relevant Post-Market Surveillance (PMS) data.
- Work across Regulatory Affairs, Clinical Affairs, R&D, Quality Assurance and Marketing departments to gather materials/data for documents.
- As necessary, perform literature searches and database mining.
- Organise and place raw data into usable tables.
- Clearly and correctly state and summarise data and conclusions in documents.
- Co-author or contribute to the creation and revision of Post-Market Surveillance plans and reports.
- Apply regulatory documentation requirements in line with the Qmedics Quality Systems.
- Provide regulatory intelligence in connection to PMS.
- Support development of clinical research documentation and study tools.
- Maintain and update product Technical Files for Qmedics stent and balloon catheter portfolio.

### Your Qualifications

- Bachelor's Degree in Biomedical or Life Sciences is required, Master's Degree is preferred.
- Experience in Medical device or other regulated industry is preferred.
- Strong writing and editing skills as well as attention to details is essential.
- Ability to work efficiently on documents and tasks as well as experience with writing technical reports.
- Trustworthy, reliable and exhibiting high standards of confidentiality and privacy.
- Proactive attitude, curious and always seeking to improve but knows when to ask for advice.
- Ability to collaborate effectively with others on a project team (across organizational and functional structures) as well as work independently on tasks.
- Commitment to finish tasks and projects on time and to share responsibility as a team member.
- Project management, time management and problem-solving skills.
- Excellent knowledge of Microsoft Office package.
- Ability to communicate effectively in a multi-cultural, multi-functional environment.
- Excellent command of spoken and written English. German is a plus.

With us you will find 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 Mrs. Monica Baumann. Please note, that we do not work with recruitment agencies to fill this vacancy. Only direct applications will be considered.