

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 our new young professional with passion to support our ERP Team?

Master Data Entry - ERP 1st Level Support 100%

Your Responsibilities

In this position you will play an important role by working closely with all departments. Your main responsibilities will be:

- Support implementation new ERP System (Dynamics 365 BC - Navision) with:
 - Data entry into new ERP system
 - Test and validation the new ERP System with Key Users
 - Support creation of user manuals and/or Work Instructions
- Master Data Entry & 1st Level Support:
 - Master Data entry, maintenance & monitoring into ERP system according to predefined processes
 - Record, classify, analyse & solve problems within the ticketing system
 - Technical assistance of the users
 - Escalation to Management or external 2nd level support
 - Define solutions and if necessary, escalation if new requirements are required in compliance with the specified documentation to maintain the validated status of the system
 - Collaboration during Service Packs and planned updates
 - Training of users
 - Follow up and monitoring of transactions, Support during inventory in case of deviations
 - Complying with company policies, procedures, and regulatory standards
 - Printer configuration in relation with the ERP system

Your Qualifications

- Ideally already 3 years of professional experience with Dynamics 365 Business Central (Navision) ERP System
- Completed education in Informatic (EFZ)
- Experience in ERP systems validation under GxP Standards is an advantage
- MDD/MDR knowledge is a benefit
- Sound user knowledge in all MS Office applications
- Experience in Medical Technology area is a benefit
- Excellent command of spoken and written German, very good English highly desirable
- Customer and service oriented
- Accurate working
- Open-minded and flexible

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 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.