

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

IT Administrator

We are looking for an independent and helpful IT Administrator to maintain and ensure the proper functioning of our existing IT infrastructures and to make them evolve according to the needs and new technical solutions. In this role you will be responsible for maintaining and developing the existing applications, IT Security, data management, providing hardware and software support and making sure everything is up to date.

Your Responsibilities

- Monitoring and maintaining networks and servers.
- Upgrading, installing, and configuring new hardware and software
- Performing troubleshooting to resolve IT issues
- Implementing security protocols and procedures to prevent potential threats.
- Creating user accounts and performing access control.
- Performing diagnostic tests and debugging procedures to optimize computer systems.
- Maintain IT Security, implement data retrieval and recovery procedures.
- Provide IT support and system training
- Maintain and update company website
- Maintain our current SharePoint infrastructure, create workflows for better user experience

Your Qualifications

- Bachelor's degree in computer science, information technology, information systems,
- Professional apprenticeship in the field of computer science or similar qualification
- Experience in the administration of Windows Server/Client environment.
- At least three years' experience in a similar role.
- Extensive experience with IT systems, networks, and related technologies.
- Solid knowledge of best practices in IT administration and system security.
- Experience and knowledge of programming, preferably in Java, JavaScript (and Typescript), HTML, CSS, and .NET (dot NET) are a plus
- Knowledge of MS Office, Microsoft 365
- Strong analytical and problem-solving skills,
- Energy and desire to fast deliver high-quality solutions
- Ability to learn new technologies quickly
- Good interpersonal and communication skills.
- Very good German & English in word & written

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.