

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 60 - 80% (f/m)

Your Responsibilities

- Independent processing of personnel administration from entry to exit.
- Contact person for employees, superiors and third parties in administrative HR matters.
- Support in personnel recruitment (job advertisement, pre-selection of incoming offers, processing spontaneous applications).
- Support in management and monitoring of the time & attendance recording system.
- Maintain digital and electronic records of employees.
- Assist with performance management procedures.
- Coordinate training sessions and seminars and update the training matrix.
- Perform orientations and update records of new staff.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.

Your Qualifications

- Successfully completed commercial education with advanced training in Human Resource Management (Personal assistant or similar).
- 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.
- Close attention to detail and solid ability to work in a fast-paced and regulated environment.
- You can integrate into a team and have a friendly but determined demeanour.
- You have excellent knowledge of German and English written and spoken. Any other language is an advantage.
- You will quickly find your way around different software and are used to work with Microsoft applications.

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.