

## Want to use your expertise and ingenuity to drive our ICT operations?

Are you a customer-oriented, proactive team player with a passion for providing high-quality services?  
Are you an "outside the box" thinker able to embrace opportunities and spur innovation?

If this sounds like you, then read on!

We are a successful **medical communications agency** with offices in Switzerland and the UK, employing over 60 people. We have a 20-year track record in providing a complete range of medical writing, strategic business and marketing services to the pharmaceutical industry. We are looking for a highly motivated and dedicated

### ICT LEAD (100%)

to join our team in Switzerland. This is a fantastic opportunity to join a forward-thinking independent company with a culture that encourages and rewards initiative-taking, resourcefulness and enterprise. Our company ethos is driven by **quality and trust**. All our team members are highly valued and have an active role within the company.



#### RESPONSIBILITIES & OBJECTIVES

- Take overall accountability for the ICT operations and infrastructure, including planning, maintaining and implementing ICT strategies in consultation with the Executive Board, reporting directly to the Managing Director
- Implement or improve systems, technologies and processes, ensuring the security and integrity of all systems and infrastructure
- Build trusting relationships with internal stakeholders to understand their needs, and effectively translate technical strategies to ensure the requirements of the business are met
- Lead, motivate and empower the ICT team to facilitate high performance, and oversee all ICT support and development activities



#### YOUR PROFILE

- Education or training in business informatics, with several years of experience in a similar role, ideally within an international environment
- Strong background in system engineering and broad experience with Microsoft operating systems, with focus on Office 365 and SharePoint tools
- Experience with ERP systems (Abacus) and audiovisual technologies is beneficial
- Fluency in English, both written and spoken, fluency in German is an advantage
- Proven organisational skills with a systematic approach and the ability to push things forward
- Natural communicator with inner drive to deliver exceptional work and meet challenging targets
- Positive personality and leadership behaviours, with excellent relationship-building skills



#### BENEFITS

- Competitive remuneration package and performance-based annual bonus
- 30 days holiday
- Flexible working time
- Open, supportive and highly professional environment

If you are searching for a role where you can help shape the future, then please send your CV and covering letter to Irene Boog, Associate Director, Human Resources, at [irene.boog@nspm.com](mailto:irene.boog@nspm.com) or call +41 41 379 79 06 for an informal discussion.

Applicants who apply to nspm directly will be given priority over those applying via a recruitment agency.