

We are a successful **medical communications agency** with offices in Switzerland and the UK. We have a more than 20-year track record in providing a complete range of medical writing, event management and strategic business and marketing services to the pharmaceutical industry. We are looking for a talented and ambitious

OFFICE 365 / SHAREPOINT SPECIALIST (100%)

to join our team in **Meggen**, Lucerne, Switzerland

Are you a proactive and communicative team player with the ability to explain technical concepts in simple terms? Are you ready to use your know-how and solution-oriented thinking to make a difference?

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

- Configuration, monitoring and support of Office 365 (Exchange, SharePoint, Flow, OneDrive, Teams, Stream, etc.) and Azure
- Optimisation of all processes with Office 365 functions
- Support SharePoint development team to:
 - Capture business and processes requirements
 - Build, test and roll out reliable and easy to use solutions, which even exceed user expectations
- Inspire users of Office 365 and the implemented solutions to optimise their work in terms of easy handling and efficiency
- Trouble shooting and support



YOUR PROFILE

- Education in ICT or university degree, with at least 2 years relevant work experience in the ICT field
- Experience with SharePoint, Flow development and other standard Office 365 Apps
- Experience in Azure and hybrid cloud environment would be highly beneficial
- Fluency in English, both written and spoken; other languages especially German are an advantage
- Natural communicator with the ability to forge relationships



BENEFITS

- Permanent contract
- Competitive remuneration package and performance-based annual bonus
- 30 days holiday
- Flexible working time
- Open, supportive and dynamic environment
- Relocation package for moving from abroad

If you are searching for a role where you can make a difference, then please send your CV and covering letter to our mandated partner, NEXUS Personal- & Unternehmensberatung AG, at richard.liffert@nexus.ch or call +41 44 275 90 02 for an informal discussion.