



M E D I C A L B O A R D®
E X P E R T I S E I N H E A L T H C A R E

Project Manager (male/female) (40%)

If you want to work as a freelancer or part-timer to prove your structured way of thinking and expand your project management skills, then MEDICALBOARD is the right place for you!

Main Responsibilities

- Tracking and controlling of strategic projects including road maps, business plans, costs, due dates, etc.
- Following-up on projects to successful completion, observing required deadlines
- Organizing internal and external meetings and conference calls, preparing the related documents and follow-up on action plan
- Undertaking research assignments
- Collecting and adequately preparing information for internal and external use (e.g. description of business processes, creating templates and checklists)
- Handle confidential information and maintain the security of multiple records and files
- Prepare presentations, letters and reports to a high standard
- Provide general operational support to the partners

Experience and Qualifications

- Education in Business Administration, Economics or Health Economics or a comparable degree programme (University or University of Applied Sciences)
- First working experience, ideally in an international company
- Proficient in German and English and proof of excellent communication skills
- Strong knowledge of data processing (powerpoint, excel)

Personal Skills

- Self-organised, proactive and well-structured person
- Ability to collaborate successfully with various stakeholders on different hierarchical levels
- High level of confidentiality, responsibility and reliability
- Open minded, goal-oriented team player

Location

- We share office with our sister company Effectum Medical in Olten. One day presence in Olten is obligatory, one day can be handled flexibly.

How to apply

- Please send your complete application as pdf in German or English, including cover letter, CV and mention of your earliest availability to ulrike.neuberger@medicalboard.ch before 28. September 2018. We look forward to hearing from you.