



DESCRIPTION

Our Client is a private company, globally innovative and quality leader operative in microelectronics components environment. For the Headquarter based in Lugano Nord (Switzerland), we are searching an experienced professional will support documents' management, under the supervision of the Quality Manager. The person (m/f) will assess and assist with the improvement and harmonization of internal and external (within company' subsidiaries) document management systems to improve efficiencies at all levels.

QUALIFICATIONS – EXPERIENCE - SKILLS

- Bachelor's degree
- Ability to shift back and forth between tasks without losing composure and compromising productivity
- Creative, problem solver who can multi-task and work in a fast-paced environment
- Deep knowledge in Microsoft Office; One Notes, SharePoint will be considered as a strong plus
- Resource with a strong sense of urgency
- Excellent communication skills
- Experience in QS implementation and electronic library and document management tools will be considered as a strong plus
- Languages: English (level C1 or higher) is a Must; any other language (e.g. Spanish) is considered an advantage

MAIN TASKS & RESPONSIBILITIES

- Support the implementation of project related Document Control (DC) processes and control of all project related documentation
- Cooperate to plan, coordinate and supervise activities related to data entry work flows, electronic documents, business processes and information systems and software applications
- Combine current document control systems into one Projects DC system along with a project document filing system
- Ensuring accuracy, consistency and quality and adherence with format, content and style guidelines
- Development and facilitation of the creation and revision of materials such as SOPs, manuals, and related business process documentation in conjunction with Subject Matter Experts
- Consult with team members and leaders to assess organizational needs and then support feasibility studies to determine the best course to achieve them
- Maintain electronic and hard copy Document Control filing system
- Handling requests for information and meta data filing incoming and outgoing documentation
- Formal submission of documents for internal and external approvals/reviews and for information to internal customers and contractors
- Collecting projects documentation such as daily reports, daily manpower tables, monthly manpower, weekly safety reports, HSE documents, certificates, etc.
- Support workflows, track & report on workflow status

LOCATION & JOB CONTRACT INFO

CH - Lugano, 100% (full time) – Permanent Job Contract

Please send CV (with current photo) by e-mail to luca.frigerio@4uc.ch, showing the Ref. **CO-463**; **as stated in the EU Directive 2016/679 (GDPR), please clearly consent** to the treatment and processing of personal data present in your CV, for the Personnel Research and Selection exclusively purposes. Please also be kindly informed **we will not be able to process your application without your explicit consent**; this consent may be revoked at any time by writing to: info@4uc.ch. Finally, we will get in touch with you by when your profile will match with the posted vacancy.