



MaxWell Biosystems is an electronics-focused biotech company based in Zurich, Switzerland, developing and selling high-content electrophysiology platforms to help our customers in the pharmaceutical industry and in academia make their drug discovery and research more efficient. We seek highly motivated and talented individuals who will contribute to shape our future.

IT Service Manager (100%)

We are seeking a proactive and experienced IT Service Manager to lead the delivery and management of IT services across our organization. You will be responsible for ensuring high-quality service delivery aligned with business objectives and driving continuous improvement initiatives.

Your Responsibilities

- Identification of technology needs MaxWell Biosystems
- Develop and implement IT strategies that align with wider business objectives
- Lead end-to-end delivery and rollout of IT projects and service implementations, ensuring minimal disruption and timely execution.
- Ensure system security and compliance
- Manage the day-to-day IT operations, ensuring the stability and performance of all systems and infrastructure
- Troubleshoot technical issues (desktop, network, system)

Your Profile

- Minimum 5 years' experience in IT service management, with demonstrable experience managing IT project rollouts or implementations.
- Strong knowledge of IT infrastructure, networking, and systems management
- Profound knowledge of Office 365, SharePoint, Jira. HubSpot and other tools are a plus
- Keen to help create a positive, supportive, engaging team environment
- Excellent communication skills in English (written and spoken)

What we offer you

- A centrally located workplace with a flexible working hours model, incl. home office, as well as opportunities for training and professional development
- A collaborative work environment with a flat hierarchy, complemented by regular team events
- An engaging and dynamic role offering diverse and rewarding responsibilities

Are you motivated, innovative and committed to delivering first-rate performance? Do you enjoy working in an international, multidisciplinary, and interactive team? Take your next career step at MaxWell Biosystems and join us in innovating the future of electrophysiology for drug discovery and basic research.

Kim Schwendener looks forward to receiving your application documents (cover letter, résumé, letter of recommendation and degrees including transcripts) by email at hr@mxwbio.com.