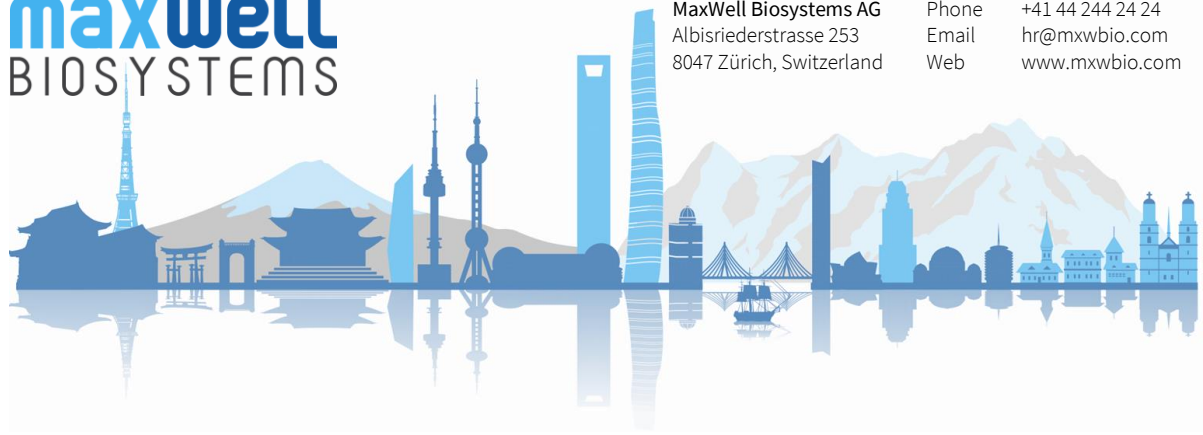




MaxWell Biosystems is an electronics-focused biotech company based in Zurich, Switzerland, developing and selling high-content electrophysiology platforms to help our customers in the pharmaceutical industry and in academia make their drug discovery and research more efficient. We seek highly motivated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

IT System & Project Manager (100%)

We are seeking a proactive and experienced IT System & Project Manager to lead the delivery and continuous improvement of our IT landscape and systems across our organization. You will be responsible to lead key technology projects, ensuring reliable and efficient IT operations aligned with business goals, and drive initiatives that enhance performance, scalability, and user satisfaction.

Your Responsibilities

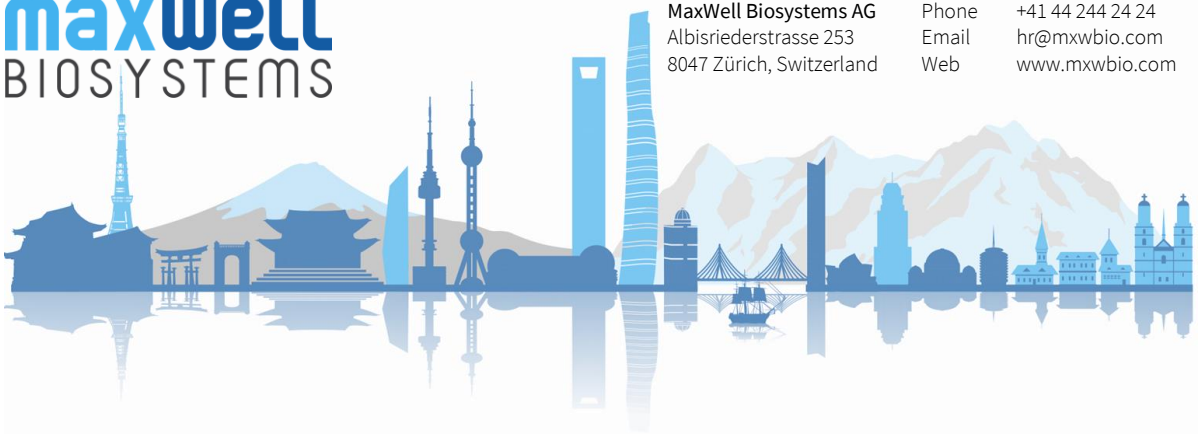
- Lead end-to-end delivery and rollout of IT key business systems and ensuring minimal disruption and timely execution.
- Manage project planning, budget and vendor contracts to ensure cost-effective and timely delivery.
- Lead strategic IT roadmap planning in collaboration with management and IT Administrator.
- Identify, document and standardize IT processes across all MaxWell sites.
- Ensure IT security, compliance and consistent user standards across all company systems and tools.
- Collaborate with the IT Administrator on daily operations, ensuring the stability and performance of all systems and infrastructure.

Your Profile

- Minimum 3 years' experience in IT systems management, with proven experience in IT business systems implementations.
- Demonstrated experience with CRP or ERP system rollouts and cross-functional project delivery.
- Strong knowledge of IT infrastructure (Office 365, SharePoint, Microsoft Active Directory, Azure AD and networking).
- Experience with Power BI or similar data visualization tools to support performance tracking and data-driven decision-making.
- Familiarity with Windows Server environments, Exchange Online, and endpoint device management is a plus.
- Experience in IT compliance and data security best practices is an advantage.
- Structured, organized, pro-active and hands-on working style.
- Excellent communication skills in English (written and spoken); German or other languages are a plus

Are you motivated, innovative and committed to delivering first-rate performance? Do you want to take the leading role in building a scalable IT foundation at MaxWell Biosystems? 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.

Please note: We will accept applications until November 30, 2025; however, we review submissions on a rolling basis and may close the posting early if we find the right candidate. To ensure the best consideration, we encourage you to apply as soon as possible.