GeoSIG Ltd
Wiesenstrasse 39
8952 Schlieren
Switzerland

Tel: +41 44 810 21 50
Fax: +41 44 810 23 50
E-mail: info@geosig.com
Web: www.geosig.com

GeoSIG Ltd is a long established Swiss manufacturer of a range of Instruments used in the Earthquake and Vibration monitoring field. We currently have a vacancy for an interesting and varied role for someone with an electronics and/or industrial background. To strengthen our team we are looking for an

Project Manager and Technical Writer

This position can also be for a team member working remotely, with training provided at the company. Occasional visits to the company offices in Switzerland may be required. The position is particularly suited for someone who likes multitasking and thrives on communicating with clients and managing projects from the outset to implementation. The work is centered typically on commercial proposals and projects, which usually have a high degree of customization.

You will engage with the sales and engineering departments to learn about the project details to be implemented. You will manage the project while liaising with the end customer and colleagues in different departments. You will author project-required documentation for acceptance by the client. You will also be part of the service team who will provide technical support, training and installation services at client sites. Tasks and work may vary on a day-by-day basis, so the ability to switch quickly between assignments is essential.

The Role:
- To study client requirements/specifications to provide support to the sales team
- To interpret Technical Documentation e.g. Standards, Data Sheets, Technical Drawings etc.
- To maintain document-control and document-management requirements
- To assist the sales team to provide project related documentation and proposals
- To ensure all projects are delivered within the agreed scope, time, cost and quality
- To take full ownership of projects by coordinating resources to deliver products and services
- To create and convey technical material in a concise and effective manner
- To prioritise workflow, multitask and meet project deadlines
- To identify business and corporate risks as early as possible in any given project
- To manage quality in compliance with contractual SLAs and requirements
- To support ISO and other compliance
- Travel 5-15% (to Switzerland and/or client sites)

The Candidate Requirements:
- Fluent in English (written & spoken)
- Electronic, Industrial or Mechanical Engineering background (BSc, MSc, FH)
- Understanding on project management concepts and use of associated tools (Project Management Software like Redmine; ERP like SAP, Odoo, etc.); previous experience is a great advantage
- High organisational skills with keen attention to detail
- Very good command of computer software and especially on MS Office packages with complex documents
- Able to read electronic and mechanical drawings in 2D and 3D
- Ability to draft/revise simple 2D mechanical/technical drawings (e.g. Solid Edge or AutoCAD)
- Excellent communication skills and ability to engage with all staff
- Dynamic, proactive and flexible personality

GeoSIG Ltd
Wiesenstrasse 39
8952 Schlieren
Switzerland

Tel: +41 44 810 21 50
Fax: +41 44 810 23 50
E-mail: info@geosig.com
Web: www.geosig.com

Advantages:
- Background in seismology
- Experience in Quality Management System auditing (e.g. ISO 9000)
- Fluency in any other language is an advantage but is not essential
- Experience in the supply chain of nuclear energy

Working for GeoSIG, you will be at a highly technical environment, enhancing your skills and business acumen and opening up new horizons to the diverse and dynamic ways in which your experience can be utilised.

In a young and dynamic environment, we offer varied and interesting technical challenges. Being independent and well organized and being focused on quality and efficiency will ensure you succeed in a passionate sector of the electronic industry.

Are you interested in being a part of our team in an international environment and would like to apply for this position? Then we look forward to receiving your application via email.

GeoSIG Ltd

Mr Reza Ghadim	Telefon: +41 44 810 21 50
Wiesenstrasse 39	jobs@geosig.com
8952 Schlieren	www.geosig.com