

Merz Aesthetics Anetis SA is a major global player in the field of injectable medical devices derived from the processing of biopolymers. Specializing in the development and manufacture of high-quality biomedical products for aesthetic medicine, Merz Aesthetics employs over 200 people at two production sites in the Geneva and Morges regions.

Every day, over 1,600 Merz Aesthetics employees in 36 countries are committed to restoring and maintaining the beauty of the skin.

Merz Aesthetics belong to the Frankfurt-based Merz Group.

Would you like to contribute to our success? Then join Merz Aesthetics!

We are recruiting for our **Lonay** site:

PMO – Project Management Officer

We are seeking a dynamic and experienced Project Management Officer. In this role, you will play a vital role in the development and implementation of global standardized Project Management methods and tools, ensuring alignment with our global PMO initiatives.

Key Activities and Responsibilities:

1. Leadership of the Local PMO:

- Develop and implement global standardized Project Management methods and tools.
- Monitor project progress, track key metrics, and performance indicators.
- Report and identify project progress, risks, financial trends, and roadblocks to local and global review boards.
- Develop and maintain a site project roadmap within the global context.
- Escalate any main project issues.
- Create a project plan and roadmap with all projects and their interaction.

2. Spread Project Management Culture:

- Drive adherence to Global Project Management standards and methods.
- Lead project teams, providing guidance, motivation, and mentorship to ensure success.
- Drive cross-functional accountability to project and site MBOs.
- Support site objectives and projects across functions.

3. Project Management Local Guidance Activities:

- Ensure compliance with regulations on occupational safety and environmental protection.
- Own and contribute to the development of policies and procedures.

4. Project Documentation Accuracy:

- Oversee project documentation, ensuring all project-related materials are accurate and up-to-date.
- Define or confirm project scope, budget, objectives, and deliverables in collaboration with stakeholders as needed.

5. Project Management Training:

- Train the organization on project management applicable documentation and tools.

6. Audit Support:

- Support Internal, External, Customer, and Vendor Audit Functions as needed.

7. Act as Backup:

- Assist Project Managers when necessary.

Qualifications, Skills & Experience:

- Bachelor's or master's degree in an engineering or science field or equivalent experience.
- Professional Certification in Project Management (e.g., PMP, etc.)
- 5 years or more of professional experience in project management, with experience within the medical device or pharmaceuticals industry being an asset.
- Familiarity with ISO14971 Risk Management for Medical Device, ISO13485 Quality System Standards, FDA Quality System Regulations, GMPs, and/or other international medical device regulations.
- Strong technical and general problem-solving skills required.
- Strong analytical skills.
- High level of competency in leading and facilitating project management meetings with cross-functional teams.
- Business fluent in French and English (written and spoken).
- Able to work to tight deadlines and independently.
- Excellent interpersonal skills.
- Collaborative and teamwork-oriented, with a results-driven approach.
- Ability to interact with employees at all levels.
- Ability to collaborate with a variety of people from different cultures.

If you are passionate about project management, have a background in the medical device or pharmaceutical industry, and are looking to make a significant impact in a global organization, we invite you to apply for the position of Project Management Officer at Merz Anteïs in Lonay, Switzerland. Join us in our mission to improve healthcare worldwide.

What you can expect from us:

- **Ongoing training:** Your personal and professional development is key to our success. To this end, you have regular access to specialist training, language courses or personal development sessions.
- **Work-life balance:** Our time is precious; to help you reconcile your work and leisure time, we allow flexible working hours between 6.30am and 8pm, depending on the position. We also give you the opportunity to telework up to 2 days a week if your workstation allows it. Our employees also benefit from generous annual leave arrangements.
- **Benefits:** Your day-to-day social security is important to us. We have set up premium accident insurance cover so that you can be looked after under the best possible conditions throughout Switzerland. We also invest in your retirement: our LPP plans allow you to save more than the legal minimum without any impact on your net income, as the company pays 2/3 of the contributions.
- **Sustainable development:** The Merz Group is investing at every site to achieve carbon neutrality by 2035.

We look forward to receiving your full application!

Contact : Kayleigh MacKay, Talent Acquisition Specialist
Kayleigh.mackay@merz.com