QMD Services
Quality | Medical | Devices

Join our TEAM!

Because Patient Safety Matters

Operations Support

To support our team we are looking for a client-focused and reliable person with organizational skills.

M/F/D

Fulltime

Linz, Home Office

Who we are

QMD Services is the only Notified Body for the certification of in vitro diagnostics and medical devices in Austria. We are extending our team of professionals for this responsible role in a highly regulated environment. Our company language is English, as our specialists and employees come from all over Europe and we serve global clients.

We offer

- A job with purpose
- A long-term perspective with development opportunities in a rapidly growing company
- Option to work from home with flexible working hours
- International work environment
- Dynamic, agile working environment

Information according to the Equal Treatment Act: The collectively agreed minimum salary for this position is **€2,784.29** gross per month. Higher pay is possible depending on the qualification profile and previous relevant work experience.

Please send your full application and Curriculum Vitae to
recruitment@qmdservices.com

Headquarters
Zelinkagasse 10/3
1010 Vienna, Austria

Operations Office
Am Winterhafen 1
4020 Linz, Austria

Email: *office@qmdservices.com*
Website: *www.qmdservices.com*

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Your main tasks will include

- **Managing customer information** in our internal databases and digital systems *(keeping records accurate, organised, and up to date)*
- **Preparing and processing quotations and invoices** for our clients
- **Supporting the coordination of projects and audits** *(scheduling, tracking progress, preparing documents, communicating with auditors and clients)*
- **Being a key point of contact for clients**—answering questions, guiding them through processes, and providing updates
- **Maintaining documentation and performing structured data handling** *(organising files, updating reports, and ensuring compliance with internal procedures)*
- **Helping customers use our IT tools and platforms** *(basic troubleshooting, user support, explaining workflows)*
- **General office administration** at our Linz location *(mail handling, supplies, meeting coordination, and supporting day-to-day operations)*

What you bring

- A **university degree** or equivalent qualification *(fields such as science, business, management, or data analysis are a plus)*
- A **high level of accuracy and attention to detail**, especially when working with documents or datasets *(German skills are beneficial, but not required)*
- **Excellent English skills**, spoken and written
- **Strong IT skills** and a willingness to learn new systems and technologies
- **Very good Microsoft Office skills** *(experience with project management tools or Power BI is an advantage)*
- Experience in **customer service** or working in a client-facing role
- Experience in the **medical device sector** or with quality management systems is beneficial but not required *(we will provide training)*

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