



Medical Minds is an independent medical technology consultancy headquartered in Bern and specialized in the fields of regulatory writing, medical communications, and the scientific support of its client companies. We create clinical evaluation plans and reports, clinical risk analyses, post-market surveillance and post-market clinical follow-up documents, peer-reviewed journal articles, scientific brochures, and more. We support medical device companies throughout a product's entire life cycle. Our integrated approach blends strong analytics and scientific acumen with evidence-based insights and effective communication aimed at each client's target audience.

To reinforce our team, we are looking for a

Medical Writer (m/f)

70% to 100% (to be negotiated).

Your responsibilities:

- Your primary responsibility would be regulatory writing, including the independent creation of clinical evaluation reports (CERs) for CE-marking of medical devices from A to Z: structured literature search, data extraction, discussion of clinical safety and performance, database search for recalls and adverse events, regulatory and technical discussion, etc.
- You would also be in charge of other scientific or regulatory activities (writing of peer-reviewed journal articles, improvement of product development processes, etc.), editorial work, and/or administrative tasks according to need.

For this challenging position you would bring:

- a university or comparable degree in life sciences (preferably in a clinical field),
- professional experience in the medical device or pharmaceutical industry, e.g., in the fields of medical writing, R&D, regulatory affairs, medical affairs, or clinical research,
- experience in writing CERs and/or other regulatory documents (desirable but not necessary),
- solid knowledge of scientific working methods (study designs, biomedical statistics, etc.),
- advanced computer skills in Microsoft Word and familiarity with project management tools,
- excellent oral and written English language skills (C2 or native speaker) and a keen enjoyment of writing scientific texts in English,
- good oral and written German language skills (desirable but not necessary),
- interest in medical technology and a certain technical flair,
- independence, a high level of resilience, adherence to project timelines, and the ability to manage multiple projects at once and keep a cool head even when times are hectic,
- attention to detail, conscientiousness, reliability, and a team player attitude.

As a small company, we offer you a lot of responsibility, a flat organization, flexible working hours, and a modern, central workplace in Bern.

Have we piqued your interest? If so, please visit our website ([medicalminds.ch](https://www.medicalminds.ch)) and send us your application (a short letter of motivation, your CV, diplomas and certificates of employment, as well as an example of your medical writing) by email to info@medicalminds.ch. Only complete applications will be considered. We are at your disposal for any questions you might have.