



Purchasing Coordinator M/F/I* (80% to 100%)

Eisberg AG is one of Switzerland's leading producers of ready-to-eat salads, fruit and vegetables. True to our motto "Colour Your Life", our 800-plus employees produce up to 60 tonnes of fresh food every day at our sites in Dällikon, Dänikon and Essert-sous-Champvent. Eisberg is proud to be part of the internationally renowned Eisberg Group, which is considered the number one producer of ready-to-eat salads in Central Europe. The Eisberg Group operates its own state-of-the-art production facilities in Switzerland and Austria. As a member of the Bell Food Group, which brings together the renowned Bell, Hilcona, Eisberg and Hügli brands, we strive to set the highest quality standards and delight our customers' taste buds. In order to strengthen our tribe, we are looking for a reliable and independent personality to join our "Purchasing" team at our Essert site as:

Eisberg AG
Chemin des Serres 4
1443 Essert-s-
Champvent

Contract type
Workload
Start of employment
Language
Working time model

Temporary
80% - 100%
as of now
French
Day shift

Do you have any questions?



Claudia Duarte Amaral
HR Business Partner
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Apply online



You can find all the details online as well as the opportunity to apply directly.

Your tasks

- Process department invoices
- Maintain, update and record various administrative documents
- Manage contracts
- Maintain our suppliers
- Enter orders
- Support procurement staff
- Prepare supplier evaluations
- Manage transport orders, coordinate and organize delivery of merchandise
- Perform various administrative tasks

What you bring with you

- With a CFC in sales (ideally in the commercial sector) or equivalent diploma recognized in Switzerland
- 3 to 5 years' professional experience in the.s of Sales and/or Purchasing and/or agri-food
- Very comfortable with the usual IT tools
- A dynamic, proactive, collaborative and autonomous person
- , collaborative and autonomous
- Sense of priorities and flexibility
- Structured, solution-oriented personality
- Detail-oriented/reliability
- Good teamwork skills
- Focused, practice-oriented work
- Good command of French and English
- Peak duty one Saturday (morning) a month

What we offer



Work-life balance

We offer at least 25 vacation days. You can also organise your days to work in the office as well as remotely.



Catering

Catering is very important to us: freshly prepared salads, soups (in the winter months) and fruit are available to our employees free of charge.



Company events

Experience unforgettable moments at our company events - celebrate and socialise together.



Family-friendly employer

Organise your working hours flexibly with part-time models and experience an inclusive working environment where diversity is valued and encouraged.