

Administrative Clerk (Frozen Food Centre)

We are looking for you to join our administration team – a committed and reliable individual who enjoys working at the interface between operational processes, administration and customer contact. If you have completed a commercial apprenticeship, feel at home in the field of warehouse logistics and freight forwarding, and enjoy working in an international environment, then you've come to the right place.

Bell Schweiz AG
Südringstrasse 14
4702 Oensingen

Contract type	Permanent
Workload	100%
Start of employment	as of now
Language	German
Working time model	Day shift

Do you have any questions?



Valbona Beqiri
Deputy Head of HR Logistics
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Apply online

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

Your tasks

- Coordination of stock-out procedures
- Customer support, including handling customer complaints
- Organisation of transport
- Maintenance of base data
- Handling of customs matters (import/export)
- Internal coordination with goods-in/goods-out and control centre
- Archiving
- Various administrative tasks

What you bring with you

- Completed commercial training or further training
- Knowledge and experience in the field of warehouse logistics and/or freight forwarding
- Knowledge of SAP in the context of ERP and/or EWM would be an advantage
- Multilingualism (English, French) would be an advantage
- A structured, reliable and team-oriented approach to work

What we offer

Work-life balance
A healthy work-life balance is important to us. You benefit from at least 25 vacation days as well as transparent electronic time tracking. This allows you to flexibly compensate any overtime with additional time off.

Catering
Catering is very important to us: you can enjoy freshly prepared food in our staff canteen, a lunch menu including soup and salad, water & tea and free fruit as well as high-quality products at greatly reduced prices in our outlet.

Mobility
Benefit from convenient public transport connections, attractive ticket subsidies and ample parking facilities in the multi-storey car park.

Professional development opportunities
Expand your knowledge with extensive training programmes, high-quality courses at the Coop Training Centre and a wide range of personal development opportunities.