



Administration Clerk (Frozen Food Center)

We are looking for you to join our administration team - a committed and reliable person who enjoys working at the interface between operational processes, administration and customer contact. If you have a commercial education, feel comfortable in the field of warehouse logistics and 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 2-shift operation

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 outsourcing
- Customer support incl. customer complaints
- Transport organization
- Maintenance of master data
- Processing of customs matters (import/export)
- Internal coordination with incoming/outgoing goods and control station
- Archiving
- Miscellaneous administrative activities

What you bring with you

- Completed commercial training or further training
- Knowledge and experience in warehouse logistics and/or freight forwarding
- SAP knowledge in the ERP and/or EWM environment is an advantage
- Multilingualism (English, French) is an advantage
- Structured, reliable and team-oriented way of working

What we offer



Work-life balance

With us you benefit from at least 25 vacation days. We use an electronic time capture system so that you can reward your overtime with additional days 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.