



Purchasing Clerk (temporary)

Numbers, data, suppliers: You pull the strings in Purchasing and ensure that processes run smoothly. In this position, you will be responsible for a wide range of tasks, from maintaining material master data and coordinating with suppliers to supporting strategic purchasing processes. You will be an important link between internal departments and external partners and help to ensure that our procurement runs smoothly and efficiently. Are you looking for a job where you can make full use of your strengths in coordinating, analyzing and organizing?

Bell Schweiz AG
Zelgmatte 1
6144 Zell

Contract type
Workload
Start of employment
Language
Working time model

Temporary
100%
as of now
German
Flexitime

Do you have any questions?



Margarita Steg
Head of HR Charcuterie
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Apply online



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

Your tasks

- Manage purchasing specifications, supplier certificates and material and article master data
- Maintain, Evaluating and preparing purchasing data in SAP
- obtaining and comparing quotations and monitoring market and price data
- processing procurement requests and supplier and delivery complaints
- supporting non-food purchasing with administrative tasks and print approvals
- coordinating closely with internal departments and external suppliers
- working on strategic purchasing processes

What you bring with you

- Completed basic commercial training and basic knowledge of the food industry an advantage
- Experienced with SAP and very good knowledge of MS Office
- Reliable, precise and independent way of working
- Communicative, discreet and trustworthy personality with a "hands-on mentality"
- Team-oriented person who keeps an overview even in hectic situations
- Fluent written and spoken German, knowledge of French and English is an advantage

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

Culinary delights are very important to us: freshly prepared food in our staff restaurant, a lunch menu including soup and salad, water & tea and free fruit as well as high-quality products at greatly reduced prices await you in our outlet.



Mobility

Benefit from our contribution to environmentally friendly mobility, convenient public transport connections and a free SBB GA travelcard!



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.