



Internal sales clerk (m/f/d)

Are you looking for an exciting challenge in internal sales? In the Food Service department, you will take on a central role and play an active part in shaping the success of our team. We offer you a motivated environment with flat hierarchies in which you can contribute your customer focus and develop both professionally and personally.

Hügli Nahrungsmittel AG
Bleichstrasse 31
9323 Steinach

Contract type
Workload
Start of employment
Language

Permanent
100%
as of now
German

Do you have any questions?



Simone Hadorn
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Apply online



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

Your tasks

- Independent processing of orders
- Telephone and written customer support
- Preparation of quotations and price lists
- Processing customer complaints and returns
- Operating the switchboard
- General administrative tasks

We can only consider applicants who are authorised to work in Switzerland (EU/EFTA). We only consider direct applications.

What you bring with you

- Completed commercial training or equivalent
- Experience in sales processing is an advantage
- Flair for sales and dealing with customers and sales representatives
- Very good knowledge of German, good knowledge of English and French an advantage
- Good knowledge of MS Office and a good understanding of IT programs
- SAP knowledge an advantage
- Motivated, independent, resilient and flexible personality
- Customer-oriented and strong communicator
- Experience in the food industry is an advantage

What we offer



Catering

Catering is very important to us, and the freshly prepared food served in our staff canteen is evidence of this for our employees.



Mobility

Benefit from convenient public transport connections and ample parking facilities – for sustainable and carefree travelling.



Family-friendly employer

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



Company events

Experience unforgettable moments at our company events and help to strengthen the team spirit at the company's own sports club – celebrate, exercise and socialise together.