



# Purchasing Assistant M/F/I\* (80% to 100%) 6-month fixed-term contract

Eisberg AG is one of Switzerland's leading producers of ready-to-cook and ready-to-eat salads, fruit and vegetables. True to our motto "Colour Your Life", our more than 800 employees produce up to 60 tonnes of fresh food products every day at our sites in Dällikon, Dänikon and Essert-sous-Champvent with passion and commitment. Eisberg is proud to be part of the internationally renowned Eisberg Group, which is regarded as 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 excite the taste buds of our customers. In order to temporarily strengthen our tribe, we are looking for a reliable and independent individual 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  
+41 24 447 03 56

## Apply online



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

## Your tasks

- Administrative :
- Monitoring, updating and recording various administrative documents
- Follow-up on contracts
- Monitoring our suppliers, entering orders and processing department invoices
- Carry out various administrative tasks
- Purchasing:
- Supporting the procurement officers, replacing them in case of absence and preparing supplier evaluations
- Monitor stocks
- Managing transport orders, coordinating and organising the delivery of goods
- Work closely with the various departments

## What you bring with you

- A CFC in commerce (ideally in the commercial sector) or equivalent diploma recognised in Switzerland
- 3 to 5 years' professional experience in purchasing and/or the food industry
- Very comfortable with the usual IT tools
- Dynamic, proactive, collaborative and autonomous
- Sense of priorities and flexibility
- Structured, solution-oriented personality
- Detail-oriented and reliable
- Good teamwork skills
- Focused, practice-oriented work
- Good command of French and English

## What we offer



### 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.