



Technical and Materials Management Assistant (male) / Technical and Materials Management Assistant (female)

Do you want to get your hands dirty, contribute ideas and play an active part rather than just watching from the sidelines? With us, you'll be right at the heart of things: you'll support our technical operations, keep track of materials and spare parts, and make sure everything runs smoothly. If you've got engineering in your blood, enjoy getting stuck in and want to take on responsibility in your day-to-day work, then you've come to the right place.

Geiser AG
Rietbachstrasse 11
8952 Schlieren

Contract type
Workload
Start of employment
Language

Permanent
100%
as of now
German

Do you have any questions?



Gioia Bingisser
Head of HR Geiser AG
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Apply online



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

Your tasks

- Management of technical equipment and spare parts in SAP
- Correct creation, as well as posting in and out of stock, of items
- Ensuring accurate and correct stock control
- Assisting with maintenance, repair and fault-finding work on technical equipment
- Assisting with maintenance work on buildings and the surrounding area
- Placing orders for spare parts, consumables and workshop supplies in accordance with specifications
- Maintaining and organising the technical stores in collaboration with the technical and warehouse departments
- Collaborating and liaising with internal departments (e.g. Technical Services, Purchasing)

What you bring with you

- Basic technical training (e.g. as a mechanic or similar)
- Ideally, some initial work experience in a technical field
- An interest in materials, technology and hands-on work
- Basic computer skills (SAP, Windows and MS Office would be an advantage)
- Written and spoken German
- Reliable, precise and independent working style
- Team spirit, motivation and flexibility
- Willingness to play an active part in day-to-day operations

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, free soup and 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 - for sustainable and carefree travelling.



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 such as mentoring and coaching.