



Clerk Retail Office - temporary for 10 months

Do you enjoy working with SAP and love customer contact? If you already have experience in order and purchase order processing, we are looking for you as an office administrator for Retail as a temporary maternity cover for 10 months!

Bell Schweiz AG
Elsässerstrasse 174
4056 Basel

Contract type
Workload
Start of employment
Language

Temporary
100%
as of now
German

Do you have any questions?



Lena Pogalzky
Deputy Head of HR Administration
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Apply online



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

Your tasks

- Processing of cross-docking Coop/CMA/Coop.ch, including the processing of promotion data
- Processing of WEBEDI order data
- Order processing for other retailers
- Entering manual orders from assigned retail trade customers
- Ensuring material allocations (switch)
- Operating active telephone sales of surplus stock
- Importing sales in SAP
- Coordinating special orders
- Realising test orders, such as new products and promotions
- General administrative tasks

What you bring with you

- Completed basic training in the commercial sector
- Experience in order and purchase order processing
- Very good SAP skills
- Very good knowledge of German and good knowledge of French an advantage
- Good user knowledge of the MS Office suite, especially Word and Excel
- High degree of flexibility and willingness to work evenings and weekends
- Personality characterised by resistance to stress

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.