



# Project Coordinator, Food Industry (m/f/d)

Are you looking for a challenging role in sales and marketing? Would you like to play a key role in our clients' projects within the food industry? As part of our internationally oriented marketing and portfolio management team, we offer you the opportunity to play an active part and develop your skills within a motivated team characterised by flat hierarchies.

**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**  
HR Business Partner  
+41 71 447 22 57

## Apply online



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

## Your tasks

- Management of international and national client projects
- Coordination of internal projects with all specialist departments
- Supporting the sales and key account managers
- Preparing cost estimates and quotations
- Communicating with clients and handling enquiries
- Creating, maintaining and monitoring product master data
- Analysing product life cycles

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 apprenticeship or equivalent
- Several years' experience in sales administration and project management
- A head for figures when it comes to cost calculations
- Good written and spoken English and French
- Very good knowledge of MS Office and SAP
- Experience in the food industry would be an advantage
- Customer-focused and strong communicator
- An enthusiastic, organised and independent individual

## What we offer



### Work-life balance

You benefit from a 40-hour workweek, at least 25 days of annual leave, and a flexible working time model. In addition, you can choose how to split your working days between the office and mobile office.



### 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.



### 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.