

Foodservice Internal Sales Administrator (60%)

Do you manage to keep on top of things even when there's a lot going on at once? Then join our foodservice team and use your organisational skills, customer-focused approach and keen understanding of customer needs to help drive the successful sales of our products.

Hilcona AG
Bendererstrasse 21
9494 Schaan

Contract type Permanent
Workload 60%
Start of employment as of now
Language German
Working time model Target-oriented working time

Do you have any questions?



Birgit Schmidinger
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Apply online



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

Your tasks

- You will support the store managers and key account managers in our international markets with all administrative and organisational matters.
- You will maintain and monitor customer and product master data, as well as promotions, price notifications, stock planning and out-of-stock alerts.
- You'll liaise directly with our customers, acting as a key link between customers, the field sales team and internal specialist departments, and ensuring a smooth flow of information.
- You will coordinate customer complaints efficiently and in a solution-oriented manner, working in collaboration with the relevant departments.

What you bring with you

- You have completed a commercial apprenticeship.
- You have several years' professional experience in internal sales, ideally in an industrial setting.
- You work independently, take on responsibility and make decisions with foresight.
- You enjoy liaising with internal and external contacts and impress with your strong team spirit.
- You are characterised by a structured approach to your work and a strong commitment to quality and responsibility.
- You have a very good command of German and French, as well as a good command of spoken and written English, and feel confident when communicating directly with customers and business partners.

What we offer



Work-life balance

We offer 5,5 to 6 weeks' holiday, flexible working hours and special leave for important events. Organise your days to work in the office or remotely, buy holidays or work part-time for more free time. There are no company holidays – you plan your holiday flexibly with your line manager.



Catering

Catering is very important to us: Enjoy discounts on your lunch in our staff canteen, free fruit and promotions such as free chestnuts, ice cream or smoothies. High-quality products at greatly reduced prices are available in our outlet.



Mobility

Benefit from excellent public transport connections (bus stop in front of Hilcona), attractive ticket subsidies, ample parking for cars, e-bikes and scooters as well as reimbursement of your travel expenses for business trips – for sustainable and care-free 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.