



Purchasing Officer (80% to 100%)

Eisberg SA is one of Switzerland's leading manufacturers 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 with passion and dedication at our sites in Dällikon, Dänikon and Essert-sous-Champvent. Eisberg SA is proud to be part of the internationally renowned Eisberg Group, which is regarded as the leading producer of ready-to-use salads in Central Europe. The Eisberg Group operates its own state-of-the-art production sites in Switzerland and Austria. As part of the Bell Food Group, which brings together the renowned brands Bell, Hilcona, Eisberg and Hügli, we strive to set the highest quality standards and delight our customers' taste buds. To strengthen our team, 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

Permanent
80% - 100%
as of now
French
Day shift

Do you have any questions?



Claudia Duarte Amaral
HR Business Partner
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Apply online



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

Your tasks

- Manage orders in line with requirements and stock levels
- Monitor suppliers and build relationships based on trust
- Coordinate transport and deliveries
- Ensure optimal stock levels
- Manage disputes and provide solutions
- Monitor key performance indicators (KPIs)
- Check and approve invoices
- Track, update and record various administrative documents
- Preparing supplier evaluations
- Work closely with the various departments

What you bring with you

- Holder of a CFC in commercial studies (ideally in the retail sector) or an equivalent qualification recognised in Switzerland
- Proven professional experience of 3 to 5 years in the fields of procurement and/or the agri-food sector
- Very confident using standard IT tools
- A dynamic, proactive, collaborative and independent individual
- Ability to prioritise and adapt
- Well-organised and solution-oriented
- Attention to detail / reliability
- Good ability to work as part of a team
- Goal-oriented and practical approach to work
- Good command of French, German and English
- On-call duty one Saturday (morning) per month

What we offer



Catering

Culinary delights are very important to us: Freshly prepared salads, soups, tea and fruit are available to our employees free of charge. You can also take home products from the staff shelf every day.