



Commercial Clerk (FZ)

Organisation, communication and variety – your future in business at Hilcona! Do you enjoy organising, work meticulously and enjoy interacting with people? As a commercial apprentice, you'll gain an insight into various administrative and business management areas of a modern food company. During your three-year apprenticeship, you'll learn how office and business processes work. You'll process information, communicate with a range of contacts and support various departments with their day-to-day tasks.

Hilcona AG
Bendererstrasse 21
9494 Schaan

Contract type Apprenticeship
Workload 100%
Start of employment 01.08.2027
Language German
Working time model Flexitime

Do you have any questions?



Stephano Kaiser
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

- You will carry out administrative and organisational tasks
- You will process emails, documents and business correspondence
- You will enter, check and maintain data in digital systems
- You will support various departments in their day-to-day operations
- You will process orders, invoices and other business transactions
- You will coordinate appointments and assist with task planning
- You will communicate with internal and external contacts
- You will gain an insight into various commercial areas
- You will handle information carefully and confidentially

What you bring with you

- You enjoy organising, communicating and office work
- You work reliably, independently and meticulously
- You have a good command of spoken and written German
- You have an interest in economic issues
- You enjoy working with digital programmes and modern communication tools
- You are open-minded, friendly and service-oriented
- You are articulate and enjoy working as part of a team
- You have a good school-leaving certificate from an FL Realschule or a CH secondary school

What we offer



Work-life balance

We offer at least 5 weeks' holiday plus 15 paid public holidays and up to 6 optional bonus days. We have no company holidays at Hilcona. You organise your days off with your line manager and apprenticeship supervisor.



Catering

Catering is very important to us: Special discounts for our trainees on 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 convenient public transport connections (bus stop in front of Hilcona), attractive ticket subsidies, ample parking for cars, e-bikes and scooters, as well as a tool station for bicycle repairs – for sustainable and carefree travelling. We will also cover your costs for travelling to the vocational school.



Professional development opportunities

Hilcona will bear your training costs. You will receive a grant of CHF 300 for your own laptop. After your successful apprenticeship, you can expect great career opportunities and development prospects at Hilcona. And if you achieve a grade of 5.0 or higher in your final apprenticeship examination, you will receive an additional bonus at the Schaan site.