



Head of Procurement, Projects & Technology

You will lead the Procurement, Projects & Technology department with vision and a drive to shape the future. As the key point of contact for specialist departments, project managers and senior management, you will ensure optimal procurement solutions, further develop strategies and make a decisive contribution to the success of our investment projects.

Bell Schweiz AG
Elsässerstrasse 174
4056 Basel

Contract type Permanent
Workload 100%
Start of employment as of now
Language German
Working time model Flexitime

Do you have any questions?



Dogan Karakoyun
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

- Providing professional and disciplinary management to assigned staff
- Drawing up and adhering to the budget, achieving targets, and taking action in the event of deviations
- Ensuring compliance with, and the correction and optimisation of, work processes in the assigned area with regard to cost-effectiveness, quality and customer satisfaction
- Develops the basis for decision-making and recommendations for action for project managers and other stakeholders, and oversees their implementation
- Identifying conflicting objectives at an early stage, developing viable solutions and ensuring the timely implementation of relevant procurement projects
- Providing regular updates to the head of the organisational unit on key performance indicators and any significant incidents
- Ensuring that all goods and services are procured in line with requirements, on the best possible terms, and that the supply flow is optimised
- Ensures a professional and needs-based procurement service for internal customers throughout the entire supply chain
- Continuously develops the procurement organisation and procurement strategy, and ensures the effective planning, management and optimisation of operational and strategic purchasing processes to achieve the company's objectives
- Monitors the market with regard to security of supply, prices, offers from suppliers and service providers, new developments and innovations

What you bring with you

- Completed basic technical or commercial training, supplemented by further business studies in the field of supply chain or procurement at HF/FH level
- Several years' experience in strategic procurement, technical purchasing and supplier management, ideally in the food industry, an industrial production environment or plant engineering
- Excellent analytical skills, as well as strong negotiation, communication and assertiveness skills
- Strong leadership skills with experience in the technical and disciplinary management of staff, as well as in the development of teams, organisations and processes. Ability to successfully integrate diverse people, roles and cultures and to communicate in a manner appropriate to the audience
- Several years' experience in managing and implementing investment, Procurement or technical projects
- High level of expertise in stakeholder management, with the ability to work successfully as a solution-oriented team player with internal and external stakeholders at all levels
- Knowledge of compliance, risk and sustainability management, as well as contract management
- Experience in the digitalisation and optimisation of procurement processes, as well as in the use of ERP systems – ideally SAP
- Very good command of German and good command of English

What we offer



Work-life balance

A healthy work-life balance is important to us. You benefit from at least 25 vacation days as well as transparent electronic time tracking. This allows you to flexibly compensate any overtime with additional time 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.