

Administrative Assistant, SDM Business

Is base data right up your street? Do you want to do more than just manage it – do you want to play an active part in shaping it? With your eye for detail, your understanding of processes and your team-oriented approach, you'll ensure reliable base data and smooth-running processes. Sounds exciting? Then apply now and become part of our team.

Bell Schweiz AG
Neudorfstrasse 90
4056 Basel

Contract type
Workload
Start of employment
Language
Working time model

Permanent
80%
as of now
German
Flexitime

Do you have any questions?



Lena Pogalziky
Deputy Head of HR Administration
+41 58 326 2791

Apply online



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

Your tasks

- Managing and updating product, pricing and picking base data in SAP and non-SAP systems
- Collaborating on interesting projects and implementing new master data requirements
- Creating, managing and checking product label layouts using various software applications
- Designing and harmonising workflows and processes within the team
- Analysing problems and devising solutions relating to master data issues

What you bring with you

- Completed basic commercial training
- Knowledge of and experience with SAP (MM, PP, SD)
- Experience in product labelling and, ideally, knowledge of 'LANscale-Designer'
- Accuracy and an independent, solution-oriented approach to work
- Flexibility and a team-oriented approach, as well as a willingness to work on-call at weekends
- Experience in using standard MS Office applications
- Fluency in spoken and written German, and knowledge of French

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.