

Reception Clerk

In this role, you will be responsible, alongside a colleague (working 70 per cent of full time), for managing the reception area and the in-house shop. You will also act as deputy to the Assistant Head of Fresh Meat Production in her absence.

Bell Schweiz AG
Dünnernstrasse 31
4702 Oensingen

Contract type	Permanent
Workload	70%
Start of employment	01.02.2027
Language	German

Do you have any questions?



Sybille Walpert
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Apply online

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

Your tasks

- Organisation and coordination of reception; visitor management, access control
- Answering and transferring incoming telephone calls
- Managing the in-house shop
- Management of meeting rooms and pool vehicles
- Processing incoming and outgoing post
- General correspondence and administrative tasks
- Assisting the Assistant to the Head of Fresh Meat Production when required
- Taking minutes
- Standing in for a team member (holidays, sickness)

What you bring with you

- Completed vocational training in business
- Work experience in reception and handling administrative tasks
- Very good knowledge of MS Office and Outlook
- Fluent written and spoken German; spoken French would be an advantage
- A well-groomed appearance, good manners and a genuine enjoyment of working with people
- Strong ability to work as part of a team, open and communicative personality
- Willingness to work flexible hours and to cover 100 per cent of the role during holidays or in the event of illness

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.