



Operations Costing Administrator

Are you a numbers whizz, a natural organiser and an SAP expert? If so, why not take on a varied role with us, focusing on base data, costings and analyses? With your structured approach to work, you'll keep track of figures and processes, ensure high data quality and support various interfaces. Do you enjoy working independently and taking a solution-oriented approach? If so, we look forward to getting to know you!

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?



Anna-Lena Natschke
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Apply online



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

Your tasks

- Creating and maintaining bills of materials and work plans
- Carrying out costings and preliminary costings
- Generating key figures for various statistics, as well as ad hoc analyses and monthly reporting
- Maintaining and checking base data as part of the base data workflow
- Managing and updating productivity analyses
- Carrying out and checking monthly closings in SAP
- Supporting the interfaces with regard to technical issues and enquiries
- Carrying out any administrative tasks that arise
- Contributing to various projects

What you bring with you

- Completed basic or further training as a meat specialist (EFZ) or a comparable qualification in business administration, as well as several years' professional experience in management accounting or cost accounting
- Knowledge of the food sector is an advantage
- Meticulous documentation and handling of system data
- A strong ability to think and act in a structured manner, combined with a high level of customer focus
- An inquisitive personality and a passion for working as part of a team
- A high degree of initiative, a solution-oriented approach and a responsible attitude towards dealing with errors (lessons learnt)
- Highly reliable, punctual and able to work independently
- Experience in using MS Office programmes, SharePoint and Teams, as well as very good knowledge of SAP
- Fluency in spoken and written German; knowledge of French and English would be an advantage

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.