

Purchasing Officer (100%)

Our Purchasing team ensures that everything runs smoothly – and this is exactly where we need you! Are you organised, a good communicator and always on top of things? Then join our team and help us with Procurement.

Eisberg AG
Dänikerstrasse 31
8108 Dällikon

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

Do you have any questions?

Mireya Meyer
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 ensure the availability of raw produce (vegetables and fruit) for our ultra-fresh products and schedule deliveries daily in line with demand
- You will coordinate the supply of raw produce to Production in line with demand, be responsible for stock levels and ensure optimum availability.
- Your responsibilities also include obtaining quotations, price negotiations, checking and approving invoices, and evaluating new suppliers
- You will work closely with various departments and ensure smooth coordination
- With your training and experience in Purchasing and the food industry, you know how to negotiate skilfully and successfully with suppliers in German and English
- Accurate and meticulous data management is just as second nature to you as the ongoing improvement of existing processes through your own initiative

What you bring with you

- You have at least 3 years' professional experience in Purchasing, ideally in the food sector.
- A commercial qualification and relevant further training in Purchasing are essential for this role.
- You are reliable, committed and able to keep a clear head even in hectic situations.
- You take a solution-oriented approach, contribute your own ideas and implement them in a targeted manner, delivering tangible results.
- You are motivated, performance-driven and, through your team spirit, actively contribute to shared success.
- You work independently, efficiently and in a structured manner, show initiative and are flexible.
- You have business-level German and a good command of English; knowledge of French would be an advantage.

What we offer

Catering
Culinary delights are very important to us: Freshly prepared salads, soups, tea and fruit are available to our employees free of charge. You can also take home products from the staff shelf every day.

Mobility
Benefit from convenient public transport connections, attractive discounts for public transport and ample parking facilities - sustainable and carefree on the road!

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 such as mentoring and coaching.

Benefits & discounts
You benefit from the Coop staff discount card with a wide range of discounts in retail outlets, speciality shops and supermarkets as well as other attractive services, such as insurance.