

Technical Purchasing Administrator

Would you like to play an active part in shaping and optimising technical base data and procurement processes? In this varied role, you'll combine meticulous data management with exciting procurement tasks and collaboration with suppliers. If you're organised and enjoy taking on responsibility, we'd love to hear from you!

Bell Schweiz AG
Elsässerstrasse 174
4056 Basel

Contract type	Permanent
Workload	100%
Start of employment	01.01.2027
Language	German
Working time model	Flexitime

Do you have any questions?



Dogan Karakoyun
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Apply online

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

Your tasks

- Maintain, update and optimise SAP base data, including requests, bulk updates, duplicate checks and archiving
- Creating and documenting workflows, harmonising processes and training staff
- Procurement of capital goods, spare parts and services: evaluate quotations, negotiate and maintain supplier files
- Supporting projects and administrative tasks, handling complaints, ensuring the flow of information and complying with security requirements

What you bring with you

- Commercial apprenticeship or basic training in a technical field
- Proficient in using SAP and MS Office
- Customer-focused approach
- Excellent language skills in German, English and French would be desirable

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.