



## BIBUS HYDRAULIK

**BIBUS HYDRAULIK AG**, a renowned Swiss industrial company, is a leading systems integrator in engineering, trading and services for hydraulic system solutions in both the mobile and industrial market segments. As a full-service provider, we develop customised solutions for our customers and drive them towards a future-oriented direction through the integration of electrified systems and the development of our own control software.

We are currently looking for a responsible and independent individual for a **temporary position (May – July 2025)** as a

### **Technical Sales Administrator (80 – 100%)**

#### **What you can do**

- Preparing quotations, processing orders, providing internal customer support, managing accounts receivable/payable, and handling general correspondence
- Coordinating customer shipments domestically and internationally, including preparing shipping documents
- Supporting supplier and manufacturer communications
- Collaborating with the internal technical support team, external sales, system assembly, and service departments
- General administrative tasks, deadline tracking, etc.
- Handling phone communication with customers in Switzerland and abroad
- Maintaining and managing the product database, including purchasing and sales pricing

#### **What you bring with you**

- Completed commercial apprenticeship or equivalent qualification
- Very good knowledge of MS Office (Word, Excel, etc.)
- ERP experience: familiarity with MS Dynamics 365
- Technical affinity is a plus
- Languages: fluent in German and English (spoken and written); French and Italian are a plus
- Reliable, independent, and precise working style
- Quick learner with strong comprehension skills

#### **Our advantages for you**

- A diverse and interesting role with a high degree of personal responsibility and independence in a dynamic working environment
- A constructive work atmosphere with clear communication and interdisciplinary collaboration across departments
- In addition to good social benefits and modern employment conditions, we offer a contemporary workplace
- Transparent and straightforward business practices within a family-oriented company culture



**BIBUS HYDRAULIK**

**Your contact**

Do you feel inspired by this diverse challenge? Then we look forward to receiving your compelling application documents with a photo to Ms. Marisa D'Elia ([del@bibus.ch](mailto:del@bibus.ch)).

**BIBUS HYDRAULIK AG**

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**Note:** We only consider direct applications.