



BIBUS HYDRAULIK

BIBUS HYDRAULIK AG, a renowned Swiss industrial company, is recognised as a leading system integrator in the fields of 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 lead them towards the future through the integration of electrified systems and the development of our own control software.

For our sales department, we are looking for a responsible and independent

Technical Order Processing Coordinator (80 - 100 %)

You act as an interface between the market, engineering, suppliers and sales. Your key responsibilities include:

- Complete order processing from A to Z (from quotation to invoicing) in ERP (MS Dynamics 365 F&O)
- Supplier ordering in Switzerland and abroad
- Preparation of complete export, import and customs documentation (including invoices, shipping documents and certificates of origin) in accordance with international regulations
- Issuing certificates of origin, long-term supplier declarations and country-specific export documents according to customer requirements
- Reviewing and approving freight forwarding and packaging invoices as well as close coordination with our logistics department and freight forwarders
- Administrative tasks and deadline monitoring
- Preparing quotations for standard products
- Active follow-up of sales quotations

What you bring with you

- Completed commercial vocational training with further education in foreign trade or a related qualification
- Several years of experience in export control and international trade within an industrial environment
- Experience in handling supplier orders in Switzerland and abroad
- Enthusiasm for technical products
- Strong negotiation skills and assertiveness
- Very good knowledge of MS Office applications (Word, Excel, etc.)
- Good ERP knowledge (ideally Microsoft D365)
- Technical understanding is an advantage
- Languages: German and English spoken and written, French and Italian are an advantage
- Reliable, structured and efficient working style
- Strong team-oriented mindset
- Willingness to provide telephone reception cover during breaks on a rotating basis



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Our advantages for you

- Varied and interesting tasks with a high level of responsibility and great independence in a dynamic working environment
- A constructive working environment with clear information flows and interdisciplinary collaboration across many areas
- Attractive employment conditions and social benefits (5 weeks of holiday, 42-hour week, bridge days, flexible working hours, free parking, company events)
- Flexible working hours and the possibility of home office
- Transparent and straightforward structures in a family-oriented company.

We have a strong reputation in the industry. Gain an insight into our exciting and diverse work at www.bibushydraulik.ch.

YOUR APPLICATION (direct applicants only)

Are you interested in this varied challenge? Then we look forward to receiving your complete application documents including photo to Ms Marisa D'Elia (del@bibus.ch).

For further questions regarding the advertised position, Mr Maurizio Blandini, Head of Internal Sales & AVOR, will be happy to assist you by phone on [+41 44 877 53 02](tel:+41448775302).

BIBUS HYDRAULIK AG, Allmendstrasse 26, 8320 Fehraltorf
www.bibushydraulik.ch