



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

Order Processing and Production Planning Coordinator (AVOR/PPS)

You act as an interface between sales, engineering, order processing, assembly and logistics and ensure the smooth, timely and material-appropriate execution of our customised system and assembly orders. Your key responsibilities include:

- Complete order processing from A to Z (from order clarification to invoicing) in ERP MS Dynamics 365 F&O
- Main focus: work preparation for assembly and system orders (e.g. bills of materials, order structure, material availability)
- Scheduling of production and assembly activities in coordination with internal and external stakeholders
- Coordination of supplier orders in Switzerland and abroad
- Ensuring timely availability of materials and services
- Monitoring and controlling order, production and delivery schedules including active intervention in case of deviations
- Active interface management between sales, engineering, assembly and logistics
- Administrative tasks related to order processing as well as support for international deliveries

What you bring with you

- Completed commercial vocational training with further education in AVOR/PPS (e.g. process specialist, technician HF or equivalent)
- Experience in AVOR, production planning or assembly planning in an industrial or system environment
- Understanding of assembly processes and technical workflows
- Experience in handling supplier orders in Switzerland and abroad
- Structured and forward-thinking working style
- Strong scheduling and prioritisation skills
- Assertiveness in dealing with internal interfaces
- Very good knowledge of MS Office applications (Word, Excel, etc.)
- Good ERP knowledge (ideally Microsoft D365)
- Languages: German and English spoken and written, French and Italian are an advantage
- Strong team-oriented mindset



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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
- 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).

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