

Hemargroup deals with all aspects in the field of electronic production, starting from buying and selling components, through production, assembly and testing of electronic circuits.

The engineering/research and development department supports the company by creating new opportunities and maintaining customer relationships while developing new products.

To expand our engineering team in Nesselbach we are looking for a

Purchase Assistant (m/f/d) 100%

Key activities

- Organisation and maintenance of relations with suppliers and customers;
- DE-EN correspondence; IT is an advantage but not a must;
- Project controlling and resource management;
- Obtaining, recording and processing orders;
- Collaboration with the purchasing team in Ticino;
- Helping out and supporting other departments in the administrative area;

Qualifications

- Completed commercial education is an advantage, career changers are also welcome;
- Fluent in written and spoken German and English, Italian is a plus;
- Ability to work independently with Microsoft Office;
- Knowledge of electronics, industry and manufacturing is an advantage;
- Flexible, dynamic personality who is willing to work in a team and is innovative and reliable.

What we offer

- A job placement within a structured and prestigious company in expansion.
- Organized and dynamic environment, with specialized training in the field.
- Hiring with trial period and subsequent permanent contract. Remuneration in line with experience.
- Free parking.

Working place: CH-5524 Nesselbach

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