



At Flex, we welcome people of all backgrounds. Our employees thrive here by living our values: we support each other as we strive to find a better way, we move fast with discipline and purpose, and we do the right thing always. Through a respectful, inclusive and collaborative culture, a career at Flex offers the opportunity to make a difference, invest in your career growth and join our purpose -- to make great products that create value and improve people's lives.

You like action, the activities must be varied and you want to be able to move independently in your area of expertise. We are looking for this person to join our small team as **Logistic Coordinator 100% (a)** as of immediate or by arrangement.

Logistic Coordinator 100% (a)

The following tasks await you:

- Booking delivery bills in the ERP System (incoming - / outgoing goods)
- Storage / retrieval from the automated high-bay warehouse and external warehouse
- Loading and unloading trucks (scanning and booking delivery bills)
- Activating orders and distributing the setup slips accordingly
- Plan trucks for export and national transportation (teamwork)
- Creating export documents (Expo-Win)
- Call-offs from the external warehouse for the individual departments (incl. for the second location in Küssnacht am Rigi)
- Supporting the cycle count and stocktaking in Hägglingen
- Helping to rectify faults in the HBW and conveyor technology
- Ordering waste disposal and recording waste figures
- Attach ImpoWin delivery bills and check customs duties
- Experience with ERP Dynamics AX and Infor LN. Experience with ERP conversion or its optimization is also an advantage
- Representation of the team leader during his absence
- Vacation replacement in Küssnacht am Rigi

This is what you bring with you:

- Professional certificate for logistician EFZ (warehouse) with several years of professional experience / preferably in a production company
- Knowledge of customs import & export
- Openness and interest for new systems (software)
- A valid driving license available
- Very good knowledge of MS Office and ERP systems

- Very high flexibility
- Very good knowledge of German, written and spoken - good English knowledge an advantage
- Willingness to travel sporadically to Küsnacht am Rigi (poolcar available)

We offer you:

- Extensive induction training
- A competitive salary package
- Flexible working hours
- Catering options
- E-charging stations
- At least 25 vacation days

Would this be something for you? Then we look forward to receiving your complete electronic application.

We look forward to meeting you in person!

Further Information

hag.bewerbung@flex.com / +41 56 616 93 93
Irene Isarin, HR Business Partner / +41 56 616 93 06

www.flex.swiss

Applications from agencies are not considered.

Apply now