

# Global Supply Chain Drop-Shipping Agent (m/f/d)

Temporär      Jobregion: Rotkreuz      Stellenprozent: 100%

## Beschreibung

As a first-tier supplier to our renowned business partner **Roche Diagnostics in Rotkreuz**, we are currently looking for a motivated and dedicated **Global Supply Chain Drop-Shipping Agent** for a temporary assignment of 12 months, with high probability of extension.

As an integral part of the Global Supply Chain in Rotkreuz, the OEM Global Planning department is crucial in ensuring the timely delivery of essential healthcare products to individuals around the world. Within this department, the Finished Goods Drop-Shipment Process team is responsible for providing drop-shipment services globally. We are the first point of contact for any drop-shipment inquiries. We support our Global Planning team and many other cross stream functions. We support and implement comprehensive end-to-end (E2E) processes while ensuring the business runs smoothly.

## Tasks & Responsibilities

- Manage Original Equipment Manufacturer (OEM) purchase orders to third party suppliers globally
- Monitor product availability and on time delivery and drive actions with third party suppliers to ensure this
- Coordinate activities between procurement and supply chain functions globally regarding OEM orders
- Initiate returns to suppliers where required and manage the return process efficiently.
- Process and confirm SAP inbound deliveries, including the generation of virtual goods receipt and goods issue after receiving the shipping notification, ensuring accurate inventory management.
- Monitor system alerts and system interfaces and resolve corresponding system messages and issues.
- Lead the onboarding process for third-party suppliers vendors, coordinating activities with suppliers and internal stakeholders, ensuring data and systems are in place and all necessary documentation and compliance requirements are met to facilitate smooth integration into the OEM drop shipment process.
- Optimize logistics network for drop shipment activities where applicable

## Must-Haves

- Basic education in a commercial or technical sector with additional studies in supply chain management or import/export or related fields.
- (KV) Lehre: at least 3-5 years of relevant working experience after



## BERATER



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**Seniority Level**  
Mitarbeiter

**Berufskategorie**  
Administration /  
Verkauf / Einkauf

**Stellenprozent**  
100%

**Jobtyp**  
Temporär

**Referenz-Nr.**  
KWI-AVE-T-53247

**Jobregion**  
Rotkreuz

- apprenticeship required (as of 10 years overqualified)
- Proven experience in order management or buying processes, logistics, and supply chain operations. Experience in a Life Sciences company (ie.: Pharmaceuticals, Diagnostics, Medical Devices) is a plus.
  - Experience with and knowledge of SAP SD & MM ( is a plus) as well as analysis tools (e.g., Excel, gSheets, etc.).
  - Effective communication skills to handle customer and supplier interactions.
  - Fluency in both German and English, complemented by excellent organizational, multitasking, and teamwork abilities, and an open-minded approach to new methods.

## Benefits

- Become part of one of the most prestigious pharmaceutical companies and actively shape the future of healthcare
- Experience a work culture that promotes diversity and inclusion and where all employees feel valued
- Work on a state-of-the-art campus featuring green spaces, meeting areas, and an inspiring atmosphere
- Work with modern and up-to-date tools in an innovative work environment
- Start with a professional onboarding process and a thorough introduction to your new role during the Welcome Days
- Benefit from financial support for your professional development plans
- Enjoy a selection of high-quality meals in modern staff restaurants
- As part of a sustainable mobility concept, on-site parking spaces are available to you (subject to eligibility criteria)
- Take advantage of unbeatable, year-round discounts at renowned retailers and over 200 top brands
- Benefit from fleet discounts when purchasing new cars or receive constant fuel discounts with our fuel card

Are you interested? Do not hesitate and submit your complete application documents online today. We look forward to hearing from you!

*Wir wertschätzen Vielfalt und begrüßen daher alle Bewerbungen - unabhängig von Geschlecht, sozialer Herkunft, Religion, Alter und Identität. Zur leichteren Lesbarkeit und besseren Verständlichkeit verwenden wir nur eine Gender-Form. Selbstverständlich sind im jeweiligen Kontext alle Genderformen gleichermassen gemeint.*

## Unser Bewerbungsprozess

