

Supply Chain Coordinator (m/f/d)

Temporär Jobregion: Basel Stellenprozent: 100%

Beschreibung

As a first-tier supplier to our renowned business partner **F. Hoffmann-La Roche Ltd. in Basel**, we are currently looking for a motivated and dedicated **Supply Chain Coordinator** for a temporary assignment of 12 months.

Tasks & Responsibilities

- Ensure smooth, timely, and accurate order processing by entering sales orders into SAP according to defined specifications, considering shipping schedules, credit limits, and master data. Actively monitor data transmission (iDocs monitoring) and work on reports.
- Perform (virtual) goods receipt and (virtual) goods issue if needed.
- Prepare and collect all relevant export documents and ensure timely and correct provision to customers and logistics providers.
- Release sales invoices to accounting in accordance with ICFR guidelines.
- Manage possible issues and discrepancies by initiating necessary steps and corrective actions, involving corresponding stakeholders. Enter claims in the claim tool and investigate in process issues.
- Issue credit and debit notes by considering the month-end and year-end financial timelines and collect necessary approvals.
- Maintain customer master sheets and keep them accurate, and initiate changes when required.
- Exchange information with different stakeholders (internal & external) via emails and video/calls in English and/or German and/or French.

Must-Haves

- Bachelor's degree in supply chain, customer service, or related disciplines
- 3-5 years of experience in a similar position with a successful approach
- Advanced knowledge of SAP (SD/MM), MS Office, and Google Suite knowledge
- Language Skills: Great communication skills in English (verbal & written), with German and French being a strong asset
- Customer-oriented mindset with the ability to set priorities and deliver results
- Strong action- and solution-oriented approach with a proactive, can-do attitude
- Structured, process-focused thinking with high attention to detail
- Supportive team player who actively contributes to team success



BERATER



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Seniority Level
Mitarbeiter

Berufskategorie
Pharma & Chemie
& Life Science

Stellenprozent
100%

Jobtyp
Temporär

Referenz-Nr.
AFE-PC-T-51161

Jobregion
Basel

Benefits

- Work with modern and up-to-date tools in an innovative work environment
- Experience a work culture that promotes diversity and inclusion and where all employees feel valued
- Benefit from financial support for your professional development plans
- 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
- Become part of one of the most prestigious pharmaceutical companies and actively shape the future of healthcare
- Work on a state-of-the-art campus featuring green spaces, meeting areas, and an inspiring atmosphere
- Take advantage of attractive fitness and swimming pool facilities or the gaming room as a creative retreat
- 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, provided you meet the relevant qualifications
- Start with a professional onboarding process and a thorough introduction to your new role during the Welcome Days

Are you interested? Don't 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

