

# Procurement and Logistics Expert/Specialist

Job Offer

## The Company

3Brain AG is a Swiss deep tech company working on cell-electronic interfaces that link biological networks to computers via custom-made semiconductor microchips. Our mission is to empower life scientists to probe intelligent networks, accelerate biomedical discoveries for the benefit of patients, and create a future more exciting than the present. Our interdisciplinary team of scientists and engineers are constantly pushing the boundaries of engineering for life's complexities. We are ambitious, fast-growing and love to explore. The company is headquartered in Switzerland nearby Zurich, has a Data Science and Discovery Unit in Genova, Italy, and has installed its cutting-edge products in laboratories and pharma companies worldwide.

More info: <http://www.3brain.com/about.html>.

## Job description

3Brain is looking for a full-time Procurement and Logistics Expert/Specialist for its Swiss office, with expertise in procurement, order fulfilment, logistics, and export. In this role, you will be responsible for the hands-on management of procurement processes, vendor relationships, logistics, order fulfilment, and export operations, all aimed at ensuring efficiency and cost-effectiveness. This position carries administrative responsibilities and will require close collaboration with various departments to align strategies with the company's overarching corporate goals. Main responsibilities:

- Execute procurement activities throughout the entire organization, encompassing the sourcing, purchasing, and acquisition of goods and services required to support various departments and functions within the company.
- Maintain strong relationships with suppliers, fostering effective Supplier Relationship Management.
- Collaborate and negotiate with shipping partners to coordinate and optimize various logistical activities.
- Oversee the fulfilment of customer orders, coordinating shipments to ensure timely and accurate delivery to our customers.
- Ensuring the provision of all the shipping & export documentation and the organization of the pickup.

- Proactively tracking shipments and perform immediate troubleshooting with customs and customers to ensure a positive customer experience.
- Advise and support the company's international sales teams in matters of shipments and the formulation of special terms.
- Propose and drive projects to improve logistics and export processes, with a focus on streamlining workflows and enhancing overall productivity.
- Prioritize cost management and cost reduction as critical aspects of procurement and logistics.
- Implement and monitor key performance indicators (KPIs) to identify trends.
- Other administrative tasks.

## Required Qualifications

- Bachelor's degree in Business Administration, Management, or equivalent
- Minimum 2 years of experience in managing logistics, procurement, and export processes within a fast-paced and dynamic environment
- Excellent communication and interpersonal skills, with the ability to foster positive and effective relationships with internal and external stakeholders and to handle export and logistics escalations in an efficient and diplomatic way
- Excellent organizational skills with high attention to detail and the ability to manage multiple priorities simultaneously
- Experience with CRM and ERP tools
- Demonstrates exceptional collaborative problem-solving abilities, consistently taking a proactive approach to identify and address challenges. Exhibits a strong action-oriented mindset, actively seeking solutions and implementing strategies to overcome obstacles.
- Excellent English language skills any other language is an advantage
- Applicant must have an EU residence permit.

## Additional Qualifications

- German language knowledge
- Experience in procurement of electronic components or background in electronics (e.g. apprenticeship or technical school) is a strong plus.

## What We Offer

- A dynamic and stimulating work environment driven by a desire to build transformational technologies to help others.
- A young, fast-growing company with plenty of opportunities for personal growth and development.
- Working place: **Pfäffikon SZ, Switzerland**. It's a beautiful lakeside village just outside of Zurich, the country's main cultural, financial, and business center.



To apply send your CV and short motivation letter to [hr@3brain.com](mailto:hr@3brain.com), subject: [Procurement and Logistics Expert/Specialist](#). **Your CV must include the years of experience for each of the technologies at item 2 in “Required Qualifications”**; CVs that do not contain this information will be discarded.

