

Procurement and Logistics Administrator

Job Offer

The Company

3Brain 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's cutting-edge products are used in laboratories and pharma companies worldwide. 3Brain is headquartered in Switzerland nearby Zurich, has a Data Science and Discovery Unit in Genova, Italy, and an operational unit in the US.

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

Job description

3Brain is looking for a full-time Procurement and Logistics Administrator for its Swiss office, with knowledge in procurement, order fulfilment, logistics, and export and import procedures. 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 production department, encompassing the sourcing, purchasing, and acquisition of goods and services required to support various departments and functions within the company.
- Maintain professional relationships with suppliers, fostering effective Supplier Relationship Management.
- Prioritize cost management and cost reduction as critical aspects of procurement and as well logistics.
- Collaborate and negotiate with shipping partners to coordinate and optimize various logistical activities. (marketing shipments, ata carnet knowledge)
- 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 pickups and AWBs.

- Proactively tracking shipments and perform immediate troubleshooting with customs departments and customers either via phone or email 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, specifically Incoterms.
- Continuously improve logistics and export/import procedures, with a focus on streamlining workflows and enhancing overall productivity.
- Other administrative tasks.

Required Qualifications

- Bachelor's degree in Business Administration, Management, or equivalent
- Minimum 2 years of experience in managing logistics, procurement, and import/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 ERP tools and Microsoft Office, in particular Word and Excel
- 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 (C1) 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 centre.



To apply send your CV and short motivation letter to hr@3brain.com, subject: [Procurement and Logistics Administrator](#).

