

Selectchemie AG, Zurich, Switzerland
Work place: Zurich / partly hybrid

Logistics Associate Pharma (100 %)

About Selectchemie AG

Selectchemie is an independent Swiss company serving the pharmaceutical and nutrition industry since 1969 as a premier supplier of high quality ingredients and generic finished dosage forms. As a full-service provider we create added value by offering comprehensive technical, scientific, regulatory and commercial support all along the value chain. Worldwide, our 120 experienced professionals with commercial and scientific background, based at the headquarters in Zurich, Switzerland and locations in 18 countries, provide customers, principals and suppliers with solutions tailored to their needs.

Join our Pharma Supply Chain team

We offer a broad product portfolio of APIs & excipients and are an established hub for customers sourcing high-quality bulk raw material as well as for renowned manufacturers who benefit from our broad customer base in various markets. We are continuously expanding our global network as well as our services. As Logistics Associate Pharma you are responsible for the coordination and organization of the logistics processes and contribute to the smooth handling of the transport activities. With your experience in freight forwarding or foreign trade, you ensure the distribution of our products so that the right products are available at the right place at the right time (7 R-rules of logistics). You are a resilient, dedicated and service-oriented team player. An efficient, independent and reliable way of working is a natural prerequisite for you.

Your tasks and responsibilities

- Responsible for operational order processing of pharmaceutical raw materials and on-time order management
- Processing incoming shipments in compliance with QA requirements
- Preparing of import orders, organizing and monitoring of transport logistics
- Preparing import and customer-specific documents
- Close cooperation with internal departments, Logistics Service Providers and suppliers to ensure a smooth communication and coordination

Your profile

- Education as Foreign Trade Specialist with federal diploma, Freight Forwarding Clerk or similar
- Proven experience in the logistics industry, preferably in a similar position
- Excellent knowledge of foreign trade (customs formalities, trade agreements, rules of origin, Incoterms, customs tariff numbers, etc.)
- Strong organizational skills and ability to set priorities
- Excellent communication and teamwork skills
- Flexibility and high ability to work under pressure to meet the demands of a dynamic logistics environment
- Fluent in written and spoken German and English (other language skills are an advantage)
- Experience in a GDP/GMP environment is an advantage

- Good knowledge of Microsoft E365 is advantageous
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What's in for you?

- Entrepreneurial position in a dynamic globally acting team
- Your input is key and you're a part of creating our future success
- Close collaboration with colleagues across the entire hierarchy within Selectchemie
- Short decision processes
- Attractive compensation package and remote working (40%)

We are pleased to receive your complete application via:
jobs@selectchemie.com