

The Embassy Kirchhofer Group, with locations in Interlaken, Grindelwald, and Lucerne, is today one of the largest retailers for high-quality watches and jewelry in Switzerland and stands for the highest quality in the traditional Swiss watch market.

For our office **in Interlaken**, we are looking for a flexible and skilled candidate **as soon as possible**.

Merchandise and Logistic Assistant 60-80%

Your tasks

- Responsibility of the stock entry of watches and jewelry, cosmetics and souvenir products in our IT system (ERP - Odoo)
- Management of stock levels
- Processing and provision of purchase orders
- Maintenance of article and inventory database
- Conducting specific analyses with Excel
- Working closely with our stores to ensure an optimal flow of goods
- Carrying out additional administrative tasks such as price changes, updating exchange rates and actively participating in inventory work
- Maintaining contacts with suppliers
- Regular updates in the supplier reporting system
- You will report directly to our Operation Manager and support him in optimizing internal processes and workflows in merchandise management and projects

Our values – your profile

- **Passion** - You love what you do and inspire customers and colleagues with your passion for the watch and jewelry industry.
- **Excellence & Experience** - You have a sound education in the commercial or retail sector and ideally have experience in merchandise management, preferably in the luxury product segment. You stay cool even in time-demanding situations and ensure that all runs smoothly.
- **Agility** - You have a hands-on mentality and have a strong service quality and maintain a structured and very careful way of working. You are familiar with modern technologies such as Microsoft Office 365.
- **Togetherness** - Teamwork and mutual respect are a matter of course for you. You have a hands-on mentality and actively contribute to the success of the company.
- **Openness** - With your empathetic and open communication, you create trust with customers and in the team. We require very good oral and written German and English skills.
- **Integrity** - You are a trustworthy personality with initiative who, thanks to your sensitivity and resilience, complements the existing strong team spirit very well.

What you can expect

- Working in a lean organization with short decision-making processes
- Motivated team in an open and inspiring atmosphere
- A varied role with potential for future career development opportunities
- Support for professional training
- A great workplace in a qualitative environment and numerous benefits
- Professional childcare from Monday to Sunday during our opening hours
- Regular events for employees

Are you ready for this challenge? Then we should get to know each other!

Oskar Schönbeck is looking forward to receiving your complete application at:

jobs@kirchhofer.com