

KIRCHHOFER

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 80-100%

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

Your profile

- Completed training in the commercial sector or retail trade
- Professional experience in merchandise management (preferably in the luxury goods segment)
- Affinity for luxury goods and a strong awareness of quality
- Structured and very careful way of working
- Good knowledges of MS Office, strong skills with Excell and a high affinity for merchandise management ERP systems
- You have good oral and written skills in German and English
- You have a hands-on mentality and a strong service attitude
- You are characterized by flexibility, initiative, strong team spirit and high resilience

Your opportunity

- 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
- Attractive social benefits
- A great workplace in a qualitative environment
- 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!

Deborah Cataldo looks forward to receiving your complete application dossier at:

jobs@kirchhofer.com