CAREER OPPORTUNITY

EXPORT ADMINISTRATIVE ASSISTANT (100%) (M/F/D)

INTERHOLCO (IHC), founded in 1962 and headquartered in Baar (Switzerland), is an internationally active B2B trading and industrial company. The group supplies customers in over 40 countries worldwide and manages complex international supply, payment and service flows. The Congolese subsidiary IFO (Industrie Forestière de Ouesso) sustainably manages 1.16 million hectares of FSC®-certified natural forest and processes timber locally into high value-added products. With over 1,200 employees, IFO is part of a globally consolidated group of companies with high standards in terms of financial reporting, compliance and transparency.

To strengthen our back-office team in Baar (ZG), we are looking for a committed individual to join us as **an Export Administrator**.

AIM OF THE ROLE

In this role, you will coordinate our international export operations and work closely with our sales team as well as international customers and business partners.

YOUR RESPONSIBILITIES

- You will process international customer orders from order entry through to dispatch and invoicing.
- You will draw up export contracts, invoices and all other export-related documents.
- You will enter and maintain sales contracts in the SAP system and check customer orders for prices, Incoterms and payment terms.
- You will monitor outstanding orders, coordinate deliveries and ensure that invoicing is carried out on time.
- You will coordinate transport and dispatch processes with shipping lines, freight forwarders and other logistics partners.
- You will be in regular contact with customers, suppliers, agents and banks.
- You ensure compliance with internal processes and export-related regulations.
- You will play an active role in projects relating to process optimisation and digitalisation.

YOUR PROFILE

- You have completed basic commercial training.
- You have professional experience in exports or international trade.
- Knowledge of documentary credits and collections is an advantage.
- You have a very good command of German, English and French.

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- You are confident using MS Office and, ideally, SAP.
- You work independently, in a structured manner and reliably.
- You are able to maintain an overview and set priorities, even in a dynamic international environment.
- You contribute ideas, act proactively and enjoy working as part of a team.

GOOD TO KNOW

- You can look forward to an exciting and responsible role in an international and ever-changing industry.
- You'll have the opportunity to contribute your own ideas and play an active role in shaping processes.
- We provide generous support for training and further education.
- You'll benefit from attractive employee benefits and modern insurance schemes.
- We also offer additional benefits, such as a free parking space.

Interested?

Then we look forward to receiving your CV and covering letter at HR@interholco.com

FOLLOW US ON LinkedIn

*The requirements and responsibilities set out in this job description are not exhaustive and do not constitute an employment contract. They may be amended by your line manager during your employment if necessary.

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