

Audio Technology Switzerland designs, manufactures and markets NAGRA professional, high-end audio and security products. It continues the tradition of sophistication and originality that has established the prestige of the NAGRA brand all around the world for more than 70 years.

In order to complete our team, we are looking for a

Export Assistant 40 - 60% (to be discussed)

Main responsibilities

- Daily follow-up with the Sales Managers to plan shipments
- Regular shipment follow-up with the sales network (in about 50 countries)
- Organization of the shipment (packages and pallets)
- Generating export documentation according to country of destination
- Regular contact with forwarders to discuss rates and conditions
- Supervision of the European and American webshop shipments (under development)
- Exceptional support for shipment at international trade shows with ATA carnet
- All tasks inherent to the functions

Qualification

- CFC of commercial or administrative assistant, ideally Brevet Fédéral de Spécialiste en commerce international
- Perfect command of MS Office software

Human competences

- Detail and result oriented
- Open-minded, organized, you like teamwork and international environment
- Flexible, adaptable, capable of handling stress and interacting with customers
- Attention to detail and accuracy
- Good ability to handle stress
- Respect for internal rules of conduct (information security, code of ethics, confidentiality)

Linguistic knowledge

- Fluent in French and English

Reporting to the Sales & Marketing Director

Place of employment: Romanel-sur-Lausanne – no home office for this position

Starting date: February or to be agreed

Type of contract: Fixed

Do you think you are the ideal person? Please send us your complete file (CV with copies of work certificates and diplomas)

Audio Technology Switzerland S.A.

Human Ressources

Ch. de l'Orio 30A 1032 Romanel

Or by email: careers@nagraaudio.com