



DAC SYSTEM SA
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DAC System SA is a new technology company with a unique and innovative solution for monitoring and control rf-systems in broadcast systems around the world. DAC System continuously invests into the future with new products and applications.

DAC System is looking for an Assistant in Administration & Logistic

Part time 80% (vertical per week)

In this demanding job, in which the candidate will be working on a wide range of logistic tasks on customer projects and administrative task supporting the COO and CEO. The candidate is experienced in such tasks and ready to work with clients and partners around the world.

The position in a nutshell

- Prepare order confirmation, packing list, invoices
- Prepare and organize all the shipment and custom documentations
- Manage and follow-up the logistic process
- Manage the administration documents
- Manage the suppliers contact and orders
- Support the calls with professional attitude
- Support to prepare travel and promotion material and fairs around the world
- Manage document registration and book keeping
- Prepare Reporting
- Manage warehouse inventory
- Manage purchase process for and logistic for R&D and external suppliers

Job Requirements

- Experience in administration tasks and logistic chain issues
- Experience in management supplier and client orders, packing list, order confirmation, record and track it
- Experience in the shipment procedure
- Excellent interpersonal and communication skills
- Excellent organizational and planning skills
- Flexible, eager to learn on a daily base and loves to be challenged
- Must be productive and precise, respecting deadlines and being on top of the schedule at all times
- at least 5 years of experience in above mentioned fields is required

Skills and Personality

English is mandatory (C1 level) and Italian and/or Germany language is preferred. Further skills:

- Multi-tasking skills
- MS-Office applications
- Ability to work in a multi-cultural start-up
- Ready to work flexible working times
- Self organized, taking initiatives for permanent improvements
- Eager to learn every day
- Committed personality keep up with task and responsibilities

Education

- A commercial clerk certificate or equivalent is required to fill this position
- Or a bachelor in business administration
- Export professional education is preferred

Contact

Please contact us: pasquale.esposito@dacsystem.ch