



GF Machining Solutions is the world's leading provider of machines, automation solutions and services to the tool and mold making industry and to manufactures of precision components. The product range from electric discharge machines, high-speed and high-performance milling machines, including clamping and palletization systems, 3D laser surface texturing machines, services, spare parts and expendable parts, consumables and automation solutions. As a globally active group, GF Machining Solutions, a consortium belonging to Georg Fischer Group (Switzerland), maintains a presence on 50 sites worldwide within its own organization.

To strengthen our Central Procurement we are looking for a team-oriented personality as

Executive Assistant Procurement 100%

Your tasks:

- Organization of business trips in Switzerland and abroad
- Creation of presentations, adaptations and design of office documents for Executive Management
- Organization of meetings
- Support of various productivity projects for general expenses
- Support of Strategic Procurement Team
- Participation and representative for Strategic Procurement Solutions at the OSIG meetings (Eastern Swiss Interests Community)
- General secretarial work

Your profil:

- Commercial trainings
- International industry experience (10+ years)
- English in spoken and written, German basic
- MS Office skills
- Communicative personality, organization style, flexible (also with regard to working hours), resilient, integrity, loyal and confidential
- Interactive and social competence

If this challenging position in a multi technology group meets your professional goals, please send your application to:

GF Machining Solutions, Mikron Agie Charmilles AG,
Human Resources, Postfach, Ipsachstrasse 16, CH-2560 Nidau
e-mail: cornelia.friedli@georgfischer.com
www.gfms.com