

SYNBONE AG is a medium-sized, well-established high-tech company active in more than 80 countries, providing products for the medical and surgical education. The headquarters are in Switzerland, Graubünden-Zizers. The subsidiary, responsible for production, engineering and logistics, is in Malaysia-Johor Bahru.

As our company continues to expand, we are looking for a dynamic, committed personality which would like to work in a young, dynamic and innovative team with international environment. SYNBONE is looking for our location in Zizers a detail-oriented and dedicated

Specialist for Logistics, Warehouse & General Administration (60-80%)

Logistic and Warehouse (Main task)

- Record, manage, and process orders efficiently within ERP Dynamics 365 Business Central.
- Handle inventory adjustments and item capturing, ensuring accuracy in inventory management.
- Oversee warehouse management and maintain inventory records.
- Coordinate logistics operations and ensure timely shipping of goods in collaboration with our sales back office and the logistics team in Malaysia.
- Manage EDEC registrations and handle courier processing and billing for FedEx, DPD, DHL, Swiss Post, etc.

General Administration

- Procure office supplies and manage consumables.
- Provide general office organization and support for seamless operations.

Accounting Support

- Perform intercompany bookings and conduct account reconciliations.
- Undertake general accounting tasks and interface with the Finance and Logistics Department of SYNBONE Malaysia.

Job Requirements

- Practical experience in general accounting, specifically in inventory accounting within ERP Dynamics 365 Business Central or comparable ERP.
- Demonstrated expertise in international shipping and freight forwarding.
- Proficient in MS Office applications (Word, Excel, PowerPoint).
- Previous experience with Navision/Business Central accounting systems is advantageous.
- Excellent spoken and written proficiency in German and English.
- Reliable, trustworthy, and adept at structured and precise work methods.
- Strong communication skills and an independent yet collaborative work approach.

Application

Apply now with your resume and cover letter highlighting your relevant experience.

Please email to our CFO and Head of Human Resources: christof.steinhauser@synbone.com