

Supply Chain administration Intern for fastmoving Swiss high-tech company

Position:	Supply Chain administration Intern
Employment:	100%-80%
Company:	Bcomp Ltd., Fribourg, Switzerland
Starting date:	To be discussed
Duration :	4 to 6 months

POSITION OVERVIEW

Bcomp Ltd. is a young and dynamic Swiss company specialised in the development, marketing and sales of natural fibre composite solutions for high performance applications. With a background in the sports industry, we are now focusing on establishing ourselves in the motorsports and mobility markets. We develop sustainable lightweighting solutions based on natural fibres in close collaboration with our customers, in a fast-paced and entrepreneurial working environment.

To strengthen its Operations team and become a reference in the large-scale mobility market, Bcomp is looking for an intern.

The ideal candidate will assist in various aspects of supply chain management, with a focus on purchase orders, production orders, KPI documentation, and operational support. This internship offers a unique opportunity to gain hands-on experience in a manufacturing environment and contribute to the efficiency of our supply chain processes.

MAIN TASKS AND RESPONSIBILITIES

- Assist in the creation and maintenance of purchase orders and production orders
- Ensure accuracy and completeness of order documentation
- Calculate and document supplier Key Performance Indicators (KPIs), with a particular focus on On-Time Delivery (OTD)
- Validate supplier invoices against purchase orders and resolve discrepancies
- Support operational Sales and Operations Planning (S&OP) activities
- Update and maintain information related to suppliers' capacity
- Manage documentation within SAP or external systems and ensure proper organisation and accessibility of essential supply chain documents
- Manually update reports, including but not limited to weekly sales reports and project schedules
- Coordinate deliveries at in our different location, ensuring timely and accurate shipments

QUALIFICATIONS AND PERSONAL QUALITIES:

- Currently pursuing a degree in Supply Chain Management, Logistics, Business, or related field
- Previous experience in supply chain management, ideally within a manufacturing organisation
- Knowledge of SAP is preferred
- Proficient in Microsoft Office suite, particularly Excel
- Proficiency in English is a must. Knowledge of German or French is a plus
- Detail-oriented with strong organizational skills
- Excellent communication and interpersonal skills
- Ability to work in a fast-paced and dynamic environment
- Proactive and eager to learn
- Positive and energetic mindset – everything is possible !

ABOUT US

We are a dynamic, international team working in a fast-paced, equal, and entrepreneurial environment. Each person takes responsibility for their work and contributes to a friendly work atmosphere with many laughs and a healthy appreciation for chocolate.

More information on www.bcomp.ch

Do you want to take part in the adventure of a young, fast-moving company, which is in full development in the automotive sector? Come on board and contribute to the development of our processes and products with your technical and practical knowledge and take part in the amazing working atmosphere of our company. We happily invite you, to send us your full application through:

workwithus@bcomp.ch