

Global Supply Chain Drop-Shipping Agent

m/f/d, Zug

As an integral part of the Global Supply Chain in Rotkreuz, the OEM Global Planning department is crucial in ensuring the timely delivery of essential healthcare products to individuals around the world. Within this department, the Finished Goods Drop-Shipment Process team is responsible for providing drop-shipment services globally. We are the first point of contact for any drop-shipment inquiries. We support our Global Planning team and many other cross stream functions. We support and implement comprehensive end-to-end (E2E) processes while ensuring the business runs smoothly.

Start Date: June/July 2026

End Date: 12-month contract (with a chance of extension)

Workload: 100%

Location: Rotkreuz, with 1-2 days homeoffice per week

Workmodel: Contracting

Your responsibilities

- * Manage Original Equipment Manufacturer (OEM) purchase orders to third party suppliers globally
- * Monitor product availability and on time delivery and drive actions with third party suppliers to ensure this
- * Coordinate activities between procurement and supply chain functions globally regarding OEM orders
Initiate returns to suppliers where required and manage the return process efficiently
- * Process and confirm SAP inbound deliveries, including the generation of virtual goods receipt and goods issue after receiving the shipping notification, ensuring accurate inventory management.
- * Monitor system alerts and system interfaces and resolve corresponding system messages and issues
- * Lead the onboarding process for third-party suppliers vendors, coordinating activities with suppliers and internal stakeholders, ensuring data and systems are in place and all necessary documentation and compliance requirements are met to facilitate smooth integration into the OEM drop shipment process.
- * Optimize logistics network for drop shipment activities where applicable

Job Profil

 Life Sciences - Supply Chain / Operations

 Zug

 Contracting

 Vollzeit



June/July 2026 - 12-month contract (with a chance of extension)

 Export, Supply Chain, order management

Job Benefits

 Coopers Care

 Familiäres Team

 Home Office Möglichkeit

 Moderner Arbeitsplatz

 Weiterbildungsangebot

 Work-Life Balance

 Zentrale Lage



Klingt interessant?

Sophia Merkt

Talent Acquisition Consultant

+41 61 638 38 45

sophia.merkt@coopers.ch

Your Profil:

- * Basic education in a commercial or technical sector with additional studies in supply chain management or import/export or related fields
- * 3-5 years of relevant working experience
- * Proven experience in order management or buying processes, logistics, and supply chain operations
- * Experience in a Life Sciences company (ie.: Pharmaceuticals, Diagnostics, Medical Devices) is a plus
- * Experience with and knowledge of SAP SD & MM (is a plus) as well as analysis tools (e.g., Excel, gSheets, etc.)
- * Effective communication skills to handle customer and supplier interactions
- * Fluency in both German and English, complemented by excellent organizational, multitasking, and teamwork abilities, and an open-minded approach to new methods

Sounds like a great job?

Then we look forward to receiving your complete application documents through our online application form.

When applying by email, the sender agrees that his or her data will be used in accordance with our data privacy policy.

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