



NEMIS Technologies AG, Überlandstrasse 109, 8600 Dübendorf

NEMIS Technologies AG (www.nemistech.com) is a commercial stage Swiss life science start-up transforming microbiological detection in food safety and beyond. We empower users to minimize microbiological risk by providing a unique lab-free detection system that is simple to use.

We are looking for a technically skilled person with a hands-on attitude to join our small and dynamic team in Zurich as

Supply Chain Manager 60-100%

In this position you are responsible for global product availability. Your daily activities will involve the designing, planning, monitoring and management of supply chain activities. You will collaborate closely with NEMIS R&D and production facilities, sales, marketing, suppliers, and external consultants. You are involved in the entire product life cycle from idea conception, development, production, sales and after sales. You will work very closely with and report to the Head of Operations.

Key responsibilities:

- Deputy of the Head of Operations
- Outsourcing, planning and coordination of production
- Stock management (material planning, life cycle management, inventory control)
- Supplier management (evaluation, quotation requests, negotiations, contracts, dispute management)
- Purchasing logistics (purchasing and subcontracting orders, import, goods reception, incoming inspection)
- Sales logistics (sales orders, delivery notes, packaging, shipping, export)
- Reverse logistics (complaint management, return management)
- Back-office support for R&D and Marketing
- ERP super-user (implement and maintain ERP with help of external consultants, master data maintenance)
- Budgeting and reporting
- Continuous process improvement and documentation
- Filing, project work, troubleshooting
- Support production (e.g., labeling, packaging, prototypes)
- Support the team

Key requirements:

- Willingness to work in a startup
- Ability to create new processes from scratch
- Ability to adapt quickly in a constantly evolving environment
- Fluent in German and English in both, spoken and written language, other languages are a plus
- Relevant experience in Supply Chain Management, including purchasing, receiving and stock management
- Relevant experience with international logistics, import and export of goods
- Very independent, initiative, and diligent
- Good communication skills and good team player
- Quality oriented, organized, and reliable

Required education and professional experience:

- Bachelor degree or equivalent
- Min. 1 year of work experience in a similar position
- Min. 2 years of work experience in Purchasing, and or Logistics (incl. Customs declarations for Import/Export, VAT)
- Proficient in Microsoft Office Suite (Outlook, Word, Excel)
- Experience with ERP systems is a plus
- Experience in the food, chemical or pharma industry is a plus

Have we piqued your interest? Then please send your complete application including a motivation letter, we accept English as well as in German, to HR@nemistech.com.