

Business Services Specialist (m/f) – 40-60%

Xrail is a Production Cooperation consisting of the six members CFL cargo, DB Cargo, Green Cargo, Lineas, Rail Cargo Austria, and SBB Cargo. Xrail's goal is to render European Wagonload traffic by rail more customer-friendly and efficient. The Alliance is currently rolling out an international broker solution to seamlessly connect the partners' domestic capacity booking systems, enabling a significantly more reliable and competitive international Single Wagonload (SWL) offer across the partners' networks.

Xrail AG, the service entity of the Alliance with headquarters in Basel, Switzerland, wants to further strengthen its team and is therefore looking for a Business Services Specialist (m/f) to team up with the Business Services Manager to carry out the organizational tasks of the company.

Key activities of the position are:

- Project back-office
- Meeting organization
- IT user and document management
- Support functions for HR and accounting (both managed by external providers)
- General administration and CEO support

We are therefore looking for a candidate (m/f) with the following profile:

Education / technical competences <ul style="list-style-type: none">– Bachelor's degree (preferred)– Project office training (preferred)– Good understanding of organizational interdependences	Self-competences <ul style="list-style-type: none">– Dedicated motivation, proactive attitude– Strong organizational & multitasking skills– Strong customer-orientation– High level of self-organization & accuracy
Social competences <ul style="list-style-type: none">– Excellent team player– Ability to work in an intercultural, partly virtual environment	Software skills <ul style="list-style-type: none">– Proficiency in MS Office (Outlook, Word, Excel and PowerPoint)
Languages <ul style="list-style-type: none">– Fluent in English (speaking & writing)– Fluent in German (speaking & writing)	Experience <ul style="list-style-type: none">– Back-office / project office experience– Management support experience (preferred)

Xrail offers a challenging assignment in a dynamic, multilingual work environment within an international structure and the possibility to work flexibly (partly from home office) in a high performing organization.

Are you interested? Please send your GDPR compliant and encrypted application and CV to Carmen Baumgartner, Business Services Manager of Xrail.

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