

we are hiring!

IT
always available



IT Procurement & Inventory Specialist (m/f/d)

Primetrack offers services in the areas of IT infrastructure, IT support, IT Hardware and IT service desk for SMEs, but also supports large IT projects to alleviate resource bottlenecks. Primetrack takes care of operational management and organizes all IT challenges as managed services - always with a strong focus on IT security and cybersecurity measures.

Background

We are looking for a structured and hands-on **IT Procurement & Inventory Specialist** to manage the lifecycle of our IT equipment. You will be responsible for procurement, inventory tracking, international shipping coordination and compliance across all office locations, with a physical base in Basel.

General Information

Start date: asap

Position type: Permanent

Workload: 100%

Work location: Basel

Tasks & Responsibilities

- Manage procurement and inventory of IT equipment (e.g. laptops, phones, peripherals) across EMEA
- Coordinate international shipping, returns, and logistics, ensuring compliance with customs regulations
- Track asset assignments, status, and location using ServiceNow; maintain a complete hardware inventory
- Receive and process deliveries in Basel, ensure accurate documentation and asset registration
- Collaborate with IT, HR, and office managers to forecast needs and optimize workflows
- Identify process improvements and automation opportunities within procurement and asset management

Must Haves

- Proven experience in IT procurement, logistics, or inventory/asset management

- Familiarity with tools like ServiceNow or similar asset management systems
- Excellent organizational skills, reliability, and attention to detail
- Fluency in English and German (spoken and written); other languages are a plus
- Strong communication skills and a solution-oriented mindset

Benefits

- Bright and modern offices in the heart of Basel, just a few minutes from the SBB train station
- A very pleasant and collaborative working atmosphere
- A motivated and international team with great team spirit
- A diverse project portfolio with a wide range of tasks
- Comprehensive, hands-on onboarding and training
- Plenty of room for independent and responsible work
- Short decision-making processes thanks to flat hierarchies
- A fair and competitive salary



Contact

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We look forward to receiving your online application with your CV!

Apply Now

Find more vacancies at: www.primetrack.ch