Nicola Greub



Location	5200 Brugg, AG
Email	greubnicola3@gmail.com
Website	nicolagreub.ch

PROFILE

Organised, service-oriented administrative professional with experience in order processing, invoice checks, ERP-based data processing and customer communication. Practical experience in administrative coordination, handling complaints and following up on outstanding matters. Initial hands-on experience in accounts payable, accounts receivable and invoicing. My IT qualification (Swiss Federal VET Diploma, EFZ) adds technical understanding and confidence in working with digital systems.

PROFESSIONAL EXPERIENCE

08/2026 - present

Purchasing Administrator

Allpower AG training company, Lenzburg

- Maintaining and updating supplier product records in BusPro
- Entering and checking purchase orders in BusPro
- Checking invoices and preparing payments
- Preparing and analysing purchasing statistics
- Handling and following up on complaints and overdue deliveries
- Two-week practical placement in accounts payable and receivable: posting domestic and foreign invoices, invoicing in BusPro and monitoring payments
- Checking bank statements and invoices, reconciling debit and credit entries, and making simple reclassifications in financial accounting

09/2025 - 07/2026

Active job search

01/2025 - 08/2025

Freight Handling Office Administrator

Swiss Post Cargo CH AG, Dintikon

- Communicating with customers, customer service and internal departments
- Maintaining and cleansing ERP data to support reliable operational processes
- Preparing and analysing key performance indicators (KPIs) to assess freight handling performance
- Handling and documenting damage and loss cases
- Improving administrative processes in the freight handling office

PROFESSIONAL EXPERIENCE (CONTINUED)

07/2022 - 12/2024

Logistics Operative

Swiss Post Cargo CH AG, Dintikon

- Independently running the operational control desk and managing day-to-day activities
- Allocating and coordinating staff according to operational priorities
- Prioritising and managing logistics processes to ensure a smooth flow of goods
- Deputising for the team leader in daily operations
- Operating industrial trucks and forklifts and safely carrying out internal goods transport

01/2022 - 06/2022

Military service - Signals Intelligence Operator

07/2021 - 01/2022

Logistics Operative

Swiss Post Cargo CH AG, Dintikon

- Stock checks and goods receiving
- Recording and handling damaged shipments

01/2021 - 06/2021

Military service - Signals Intelligence Operator

08/2020 - 12/2020

Job search and temporary assignments

EDUCATION & VOCATIONAL TRAINING

08/2016 - 07/2020

IT Specialist - Swiss Federal VET Diploma (EFZ)

Specialisation: Systems Engineering
MVS Migros Verteilzentrum Suhr AG

- Networking
- Systems administration
- User support and first- and second-level support
- Contributing to the company-wide Microsoft 365 (Office 365) rollout, including hardware installation and replacement, inventory management and software installation

IT SKILLS

Advanced: SAP (user level), Microsoft Office, eoscop

Intermediate: PowerShell, networking, Active Directory

Basic: SQL, HTML/CSS, VBScript

CERTIFICATES

SUVA-recognised forklift certificate, categories R1 and R2

LANGUAGES

German: native | English: fluent | French: basic