

Swarovski is the first choice of designers.
Swarovski is the first choice of professionals.
Swarovski will be your first choice for success.

The Swarovski name is known throughout the entire world for brilliance and fascination, trend expertise and inspiration as well as for lifestyle, light and imagination. Swarovski adds sparkle to people's everyday lives – both as the leading brand of cut crystal, and as the partner of visionaries. Become part of a tale of tradition and success that stretches back to 1895, and at the same time begin writing your own!

SWAROVSKI ELEMENTS is the premium brand for the finest crystals manufactured by Swarovski and provides creative talents from the world of fashion, jewelry, accessories, interior design and lighting with the latest on-trend crystal innovations. You will be based in our Regional Headquarters in Triesen /Liechtenstein and work as a member of a multi-national team.

CENTRAL SERVICES ADMINISTRATION & PROCESS SPECIALIST (F/M)

Location: Triesen/Liechtenstein

WHAT YOU CAN EXPECT

In this role you will be a member of the European and Emerging Markets Customer Services Team, You will be responsible for maintaining an updated customer database as well as sufficient (IT) systems and processes for providing internal clients with reports. Furthermore, you provide a smooth service regarding occurring administrative tasks to internal customers and thereby actively contribute to the success of Swarovski for Professional.

In this position you will be responsible for:

- Implementing local Customer Service related IT processes in-line with global guidelines and providing ongoing feedback on systems and processes.
- Ensuring updated data in the CRM system / SAP for reporting purposes.
- Creating, updating and running reports for different departments.
- Organizing internal shipments (e.g. of communication materials) and pro-actively informing the recipients about delivery dates etc.
- Providing general administrative support to internal customers within the European and Emerging Markets organization.

WHAT WE EXPECT FROM YOU

You like to work as part of an international team. Solid planning and organizing is one of your strengths while you strive for a high customer satisfaction when working with internal as well as external customers. Your ability to think analytically and out-of-the-box helps you to find solutions for all kind of different problems and queries. You communicate fluently in English and German, the command of any further foreign language is an asset. As the ideal candidate, you possess 3 years experience in a similar position. You bring along a very strong affinity to IT systems (MS-Office, SAP). A university degree in a business-related discipline or a similar education (commercial apprenticeship) is an advantage.

WHAT WE OFFER

Working for us as Central Services Administration and Process Specialist is more than just a job - it's being part of a truly trendsetting modern premium brand, steeped in heritage, and renowned worldwide for quality and creativity.

DOES THIS SOUND LIKE YOU?

If so, then we are looking forward to receiving your online application.

DISCOVER WORLDS THROUGH SWAROVSKI.