

SWAROVSKI HAS MANY FACETS.
SWAROVSKI SPEAKS MYRIAD LANGUAGES.
SWAROVSKI IS YOUR DOOR TO A NEW WORLD.

Throughout the world, the name Swarovski is synonymous with inspiration both as the leading brand of cut crystal, and as the partner of designers, artists, and visionaries.

Become part of a tale of tradition and success that stretches back to 1895, and at the same time begin writing your own!

For our international organization based in Triesen (Liechtenstein) we are looking for a

Senior Business Support Specialist (f/m)

Location: Triesen

WHAT YOU CAN EXPECT

In this interesting and challenging position, you will:

- Proactively manage various customer accounts by taking care of the whole order-to-sales process (from order entry to an on-time delivery) and respecting the different market specifications.
- Communicate daily with our international customers regarding orders, product availability, shipments and payment issues.
- Support and collaborate with our sales managers, who are in charge of the international accounts, in a service & solution oriented way.
- Prepare and analyze order and sales statistics in Excel as a follow up to placed orders
- Participate in projects, fairs and events.

WHAT WE EXPECT

As an ideal candidate, you have a bachelor degree in Business Administration (or an equal education) and already gained 3-5 years of relevant experience in a comparable position. We are looking for someone with an outgoing personality, team-oriented mindset, excellent communication skills in English and eagerness to work in an international environment. Knowledge of the German language would be an asset. This position requires advanced IT knowledge, especially in SAP and Excel. Furthermore, we expect a result- and solution oriented person with a cross-linked way of thinking and a resilient personality. If you like to take initiative, have a structured way of working and hands-on mentality, you might be the right candidate for us.

WHAT WE OFFER

Working for us as a business support 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, we look forward to receiving your online application