

# Retail Operations Assistant (m/w/d)

From August 2022, full-time or part-time, in Vienna or Schladming

## Your role in the team

- **Collaboration on internal events** (Shop Manager Meetings, Retail Management Meetings & Retail Recognition Event)
- Support of various **retail projects**
- **Coordination** with internal and external partners
- **Support of internal communication** with store teams
- **Updating and developing information provided** on the **Sharepoint**
- **Administrative & organizational support of the retail operation team** (e.g. research activities, creation of information material)
- Collaboration in the **further development of the internal training program**

## Your skills

- **First-hand experience in sales/ marketing/ project management or event management** is beneficial
- Completed **bachelor degree** in the field of business/ economics/ communication studies/ pedagogy/ event management **is beneficial**
- Very good **MS-Office** skills required
- Very good written and spoken **German** and **English** skills required, any other language **is beneficial**
- **Structured and accurate way of working** as well as a **high degree of independence & strong communication skills**
- Enjoy working in a **team with strong cohesion** and a **service-oriented approach**

## What we offer you

**Commitment, respect, personal development** as well as **empowerment** and **recognition** are our company's main principles. We share a passion for our business, value the associated lifestyles, constantly develop ourselves and celebrate success together.

**INTERESTED? Then apply now at: [blue-tomato.com/jobs](https://blue-tomato.com/jobs)**



Mitarbeiter\*innen  
Einkaufsrabatte



Teilnahme an  
Blue Tomato Events



Saisonkartenzuschuss  
im Winter



Blue Tomato is the leading omnichannel retailer in snowboard, freeski, surf, skate & streetstyle. In addition to our online store, we are now represented by over 70 local stores in Germany, Austria, Switzerland, the Netherlands, Norway and Finland and employ more than 700 colleagues.

For the advertised position, a remuneration above the collective agreement, which is customary in the industry, applies depending on qualification and experience.