

Do you share our passion for speed pedelecs?

myStromer AG has been developing and selling innovative e-bikes worldwide since 2009. Our products are noted for their design, lifestyle and incomparable riding experience and have won prestigious awards worldwide. myStromer AG is the embodiment of innovation, passion and authenticity. For our Oberwangen BE location, we are looking to fill the following position immediately:

Internal Sales administrator (m/f) – full time

Your tasks and responsibilities:

- Overall administration of the USA and Canada markets
- Sales discussions, stock management
- Assisting the Vice President of Sales
- Sales-oriented assistance for all matters relating to Internal Sales (phone and/or email)
- Issuing invoices and credit notes
- Initial point of contact for dealers as well as field service members
- Processing of returns and complaints
- Various administrative tasks as well as general correspondence
- Shipment of POS materials
- Management of prices (dealer prices and sales prices)
- Organization of bike testing with the road traffic authorities
- Involvement in the development of processes in Internal Sales

Our requirements:

- Completed basic commercial or technical training
- Several years of work experience in the area of Internal Sales, ideally in the bicycle or sporting goods segment
- Takes pleasure in day-to-day contact with dealers and field service staff
- Very good knowledge of MS Office, Axapta knowledge appreciated
- Fluency in German and English required, any other languages appreciated
- Quick comprehension, able to work independently
- Analytical and conceptual skills
- Flexible, dependable and efficient
- Exact working method
- Team-oriented, loyal, customer-oriented and with an entrepreneurial outlook

You can look forward to an interesting and varied role with a high level of self-reliance at a dynamic, future-oriented and progressive company.

Interested? Then we look forward to receiving your complete application with a photo, which you can send to us by email at jobs.stromerbike.com. Please contact Isabelle Steiner, Business Partner HR, at the number +41 32 848 23 60 should you have any further questions.