

BE PART OF OUR TEAM.

Women's Best is an internationally successful start-up that sells high-quality sportswear and premium sports nutrition for women in 150 countries.

#pushyourcareer



**ORDER PROCESSING
ADMINISTRATOR B2B**
(M/F/X)

www.womensbest.com



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THE NEXT WEB

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startups



David Kurzmann, Thomas Mark and Lukas Kurzmann

OUR SUCCESS STORY.

More than 900,000 customers worldwide, more than 3.8 million followers on social media and a total annual reach of 1.3 billion people.

What sounds like a typical Silicon Valley success story, where young start-ups grow to market leaders within the shortest period of time, was achieved by an Austrian start-up.

Surprising to many, Women's Best is not an American corporation - it was founded in Austria in 2015 by three young Austrians. Today the producer of high-quality sportswear and premium sports nutrition is one of the worldwide fastest growing women's brands and a big player in the industry.

For our headquarters in Innsbruck, Austria, we are currently looking for a:

ORDER PROCESSING ADMINISTRATOR B2B (M/F/X)

Full-time (38.5h/week) or part-time (20-30h/week)

Women's Best is an internationally successful start-up that sells high-quality sportswear and premium sports nutrition for women in 150 countries.

As one of the most successful social media start-ups we don't see ourselves as a regular employer, but are much more trying to make a change and revolutionize the labor market.

Look forward to modern working conditions, an international team aged between 18-53 and a special success story. In addition, enjoy the company gym, modern working spaces and unforgettable company events as a part of our attractive benefits.

YOUR BENEFITS WITH US:

- A unique success story
- Our company location (Austria)
- Excellent promotion prospects
- Bonus payments
- Personal development
- Working directly with the founders
- An international dynamic team
- Flexible working hours
- Modern working conditions
- Company owned gym
- Unforgettable corporate events
- Free coffee & snacks

YOUR BENEFITS IN AUSTRIA (TIROL):

- 14 salaries per year
- Extraordinarily high quality of life
- Low crime rate
- Excellent social / health care system
- Beautiful landscape
- Popular travel destination
- Various leisure activities in summer and winter
- Innovative economy

YOUR TASKS:

- Administrative and organizational support of our B2B order processing department
- Customer support via phone and email, mainly in English
- Handling the complete order process, from processing incoming orders to issuing invoices
- Dispatch handling for national and international shipments, including the creation of export documents, the management of export certificates and close collaboration with our warehouse
- Maintaining and managing our sales database
- Creating and adapting our sales documents

YOUR PROFILE:

- Highly proficient in spoken and written English (min. level C1) and very good German skills (min. level B2)
- Completed commercial apprenticeship
- Several years of commercial/ administrative experience
- Passion for numbers and highly detail-oriented
- Thinking and acting in a solution- and customer-oriented way
- Strong initiative and entrepreneurial thinking
- Experience with merchandise management systems (Sage)
- Excellent MS Office skills (Outlook, Excel, Word, etc.)
- Reliability, team spirit and high resilience
- Polished appearance

GROSS SALARY:

For this position, depending on qualifications and work experience, the minimum gross annual salary for full-time starts at € 31,089.80.

Attractive bonus payments complete the salary package. The willingness to overpayment is given, depending on your qualification and previous professional experience



APPLY NOW.

Become part of our success stories and apply today.

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