



FOGAL was founded in 1921 in Zürich and has celebrated women and the beauty of their legs ever since. The FOGAL brand stands for unparalleled expertise in the hosiery sector, a reputation earned by over 95 years of experience in the business. Natural fibers such as cashmere, wool and silk are instilled in FOGAL's identity and conjure timeless luxury to the touch. And FOGAL's color range has made it a stylist's favorite across the world. Today, the Swiss brand is a global leader in legwear, distributed in Europe, the US, and Asia.

Are you interested in joining our team? If so, take the opportunity to apply as

SALES SUPPORT COORDINATOR 100%

What the role entails

- Support of wholesale, retail, and ecommerce
- Master data maintenance of new and existing customers, products and suppliers
- Answering customer service requests from wholesale, retail, and ecommerce
- Product orders and replenishment deliveries for all sales channels globally
- Coordination of logistics (inbound and outbound)
- Invoicing and support in wholesale account reconciliation
- Data consolidation and update of sales and stock reports across different systems
- General administrative support, including various ad-hoc tasks

What we are looking for

- A motivated, proactive and highly organized team player with excellent interpersonal skills
- Minimum 1-3 years experience in a similar role
- Good knowledge of Microsoft Office software, particularly Excel
- Prior experience working with an ERP System (Navision)
- Prior experience in a retail environment and in fashion is a strong asset
- Strong digital affinity
- High customer and service orientation
- High degree of precision
- Capability to embrace change and work under pressure
- Fluency in English and (Swiss) German are required; other languages are a strong asset

What you can expect

- A small and highly dynamic team in a business that evolves quickly
- Chance to be part of the "first team" re-launching the brand and to evolve with the company as it grows
- A role that will change and evolve
- Direct reporting into the Director level
- A workplace in Zurich

If you are interested, please send your application to hr@fogal.com including your CV, diplomas, and reference letters.