

KIRCHHOFFER

The Kirchhofer-Embassy Group, with locations in Interlaken, Grindelwald, and Lucerne, is today one of the largest trading companies for high-quality watches and jewellery and stands for the highest quality in the traditional Swiss watch market.

For our customer service/PR office team in Interlaken, we are looking for the following from 01 March 2024 or by arrangement:

PR Associate 80-100% (m/f/d)

Your tasks

- Reception and support of our international tour guides at the customer counter (front and back office / check-in/check-out tasks)
- Registration and collection of necessary tour guide data for the smooth and complete processing of transactions before/after visiting our stores
- Processing of group exports and completeness check of the export dossier
- Recording, checking and finalising tours in the IT system
- Various administrative tasks at the customer counter and in the PR office

Your profile

- Basic training in the commercial sector, the hotel industry, or sales (luxury goods)
- Experience in a comparable position is an advantage
- Customer focus and strong communication skills as well as high resilience
- You work efficiently in administration and have accounting skills
- You communicate verbally and in writing in German and also have a very good knowledge of English and Chinese. Knowledge of Thai and/or Korean is a plus
- A high degree of empathy and intercultural competences in dealing with our local and international customers
- Reliable, precise and team-orientated way of working
- Good IT skills
- Flexibility and willingness to work weekends and different shifts

What you can expect

- A varied role with potential and development opportunities
- Working in flat hierarchies with short decision-making processes
- Numerous benefits
- Regular events for employees
- Support for professional training and development
- Motivated team and an open and inspiring atmosphere
- A great workplace in places where others enjoy their holidays
- Attractive social benefits

Are you ready for a new challenge?

Mrs Deborah Cataldo is looking forward to receiving your complete application:

jobs@kirchhofer.com