

10.12.2024 - STELLENANGEBOT

# SALES & ADMINISTRATIVE SPECIALIST WITH PASSION FOR TEXTILES (100%)

## **OKUTEX**

Renowned family-owned business based in St. Gallen, specialising in high-quality clothing textile fabrics, serving customers worldwide

Over the years, we have developed a unique know-how in the design and manufacture of high-quality, exquisite and modern cotton fabrics for the Western African market

We offer a wide range of high-quality exclusive cotton fabrics including voiles, clipcords, satin stripes, jacquards, brocades, embroideries, printed fabrics and many more

[www.okutex.ch/en/home-page/](http://www.okutex.ch/en/home-page/)

## Aufgabengebiet

We are looking for a motivated Sales & Administrative Specialist to join our team on a full-time basis (100%). You will play a key role in managing sales operations and critical administrative and operational tasks. Your responsibilities will include the following:

- Textile Sales: Acting as a main point of contact for our international customers in person (retail shop) and remotely (phone/email)
- Customer Service: providing day-to-day customer service, managing client inquiries and building strong relationships with our clients
- Orders Processing: Managing client orders independently, including invoicing and import/export shipping processes, communicating delivery times, maintaining customer data systems
- Inventory Management: uploading new product references and monitoring product inventory
- Administrative Tasks: managing general office and administrative tasks

Anforderungsprofil	<p>We are seeking someone who is proactive, adaptable, and excited to be part of a small and dynamic team. You should have:</p> <ul style="list-style-type: none"><li>– A passion for textiles and a willingness to learn about our fabrics</li><li>– Excellent customer service skills: friendly, professional, and reliable</li><li>– Fluency in German and English (French is a plus)</li><li>– A detail-oriented and organised working style</li><li>– Flexibility and resilience: teamwork and adaptability are essential in a small team</li></ul>
Sprachkenntnisse	German / English (French is a plus)
Möglicher Arbeitsantritt	February 2025
Arbeitsort	St.Gallen

Sind Sie bereit? Wir freuen uns auf Ihre  
Bewerbung per Email an [benjamin.coisne@okutex.ch](mailto:benjamin.coisne@okutex.ch)



ARTIKEL – OKUTEX AG

## Geprüfte Community- Masken