

Triumph is one of the world's largest intimate apparel companies. It enjoys a presence in over 120 countries with the core brands Triumph® and sloggi®. Globally, the company serves 40,000 wholesale customers and sells its products in 3,600 controlled points of sale as well as via several own online shops. The Triumph Group is a member of the Business Social Compliance Initiative (BSCI).

Learn more about Triumph on:

[www.triumph.com](http://www.triumph.com)

[www.linkedin.com/company/triumph-international/](http://www.linkedin.com/company/triumph-international/)

Our Brand Department at our HQ in Bad Zurzach (Switzerland) is looking immediately for a highly motivated

## Team Assistant Brand Management - (f/m) (100%)

In this role you provide the Brand Merchandising team with a strong level of support in organizational, operational and administrative duties.

Roles & Responsibilities:

- Managing Agenda, Travel Management and Expenses
- Meeting Management incl. Lotus Notes invitations, room booking, catering
- Expenses checking of Brand Merchandising team members
- Consolidated Calendar update
- Managing the Team Vacation Calendar
- Office Management including invoices and orders
- Communication contact for internal and external partners
- Correspondence with internal & external partners

Your ideal profile:

- 1-2 years of experience working in a similar position
- Strong interpersonal and communication skills
- High business and solution orientation
- Hands-on, pragmatic, energetic and high sense of initiative and drive
- High level of self-motivation and assertiveness
- Strong capacity for teamwork
- IT proficiency: MS office, Lotus Notes preferable
- Fluency in English, German will be a plus

Triumph offers you an opportunity to work in a dynamic team within an international environment. Triumph Group is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status, or disability. If you are seeking a great opportunity to develop your career, please send us your application letter and CV in English, work references, diplomas and expected salary range on the following link: <https://eu3.advorto.com/TriumphantInternational/VacancyInformation.aspx?VId=19206>