

OPERATIONS ADMINISTRATOR (M/F/D), 50%

DISTRIBUTION & LOGISTICS | ERP



TSG is a global action sports brand creating helmets, protectors, goggles, and apparel for skate, bike, and snow. Our products are developed together with athletes and tested where it matters most: in the park, on the trail, and in the mountains.

We're looking for an Operations Administrator to support our day-to-day business operations and ensure smooth processes across order management, logistics, and ERP administration. This role is ideal if you are organized, detail-oriented, and excited to work with data, operational systems, and emerging tools, including AI applications.

What You'll Do

- **Order-to-Cash Support**
Handle order processing, invoicing, and warranty handling. Ensure accurate and timely communication with customers and internal teams. Support B2C customer service.
- **ERP & Data Administration**
Maintain and update customer, product, and order data. Prepare reports for accounting and operational insights. Document processes and support data quality initiatives. Explore and implement AI tools and digital solutions to increase efficiency.
- **Production & Logistics Coordination**
Manage production order processing. Coordinate with producers and logistics partners to ensure timely delivery. Prepare shipment documentation.

What You Bring

- 5 years of experience in operations, administration, logistics or related fields.
- Organized, reliable and detail-oriented.
- Comfortable working with data, ERP systems and operational workflows.
- Hands-on, proactive mindset with ability to work independently.
- Affinity for digital tools, including AI applications, for operational efficiency.
- Strong German and English skills (spoken and written).
- Comfortable working in a fast-moving, informal environment.

Nice to Have Skills

- Experience with international logistics or customs documentation.
- Familiarity with workflow automation or AI-based productivity tools.
- Experience preparing operational reports or dashboards.
- Previous exposure to order-to-cash processes in a manufacturing or B2B environment.
- Affinity for action sports (skate, bike, snow) and connection to the TSG brand world.

What We Offer

- A 50% position with working hours 9.00 - 14.00.
- Base in Zurich with the option for partial remote work.
- Flat hierarchies, short decision paths, and real responsibility.
- Exclusive staff discounts on TSG products.

Interested?

We'd love to hear from you! Please send us your CV, relevant certificates and diplomas, and a short motivation letter telling us why you'd be a great fit for the role.

job@ridetsg.com