



Harley-Davidson is growing in Austria!

As part of a global strategy to get closer to their markets, and to better serve and support local dealership networks and clients, Harley-Davidson are expanding their management team in Austria and establish a management office in Vienna. To complement that small management team, we are looking for a dynamic business professional as their

Office Manager

Join us to grow the Austrian market!

The position: As Office Manager, you will be in charge of running all aspects of the new, small management office of Harley-Davidson Austria. You will ensure that the home base will at all times remain fully functional while the managers are out in the market. You will field inquiries from dealers, customers and other external contacts, handle suppliers, deal with contacts from other Harley-Davidson offices, organise meetings, order and track supplies and handle all administrative tasks.

Your profile: The ideal person for this position will have a commercial education and several years of experience in autonomously managing the operations of an office/back-office of an organisation, preferably in the automotive, commercial vehicle, motorcycle or industrial equipment environment. You are a very flexible, dynamic «allrounder» who excels at organising, improvising, problem solving and running the office with a high degree of independence. Yet you are a team player who supports your manager colleagues to the best of your abilities. You possess excellent communication skills and can interact at a senior level with contacts from all walks of life. Ideally, you have experience in an international setting. To succeed in this position, you must have very good, business-level English and German language skills, both orally and in writing.

The offer: Not often will you get a chance to work for such a successful iconic and global brand as Harley-Davidson. Here, you can apply your organisational and management talents to the fullest and «run the show». You will work with a substantial degree of autonomy in a small team of highly dedicated professionals in a very dynamic and exciting business environment.

If this position excites you, please send your application (motivation letter and CV) in **English** electronically to 1165@conceptjobs.ch. We are looking forward to your application!