

BE A PART OF THE SR SUNTOUR TEAM!



OFFICE MANAGER UK (m/w/d)

Birmingham (UK)



SR SUNTOUR is an industry-leading bicycle component company specializing in the development and manufacturing of suspension, drivetrain, and e-bike systems. We focus on bringing reliability, serviceability, and value to our entire range of products which are designed for beginner riders, professional cyclists, and everyone between.

***WE CONTRIBUTE BICYCLE PARTS WHOLEHEARTEDLY
AND WITH PRIDE TO SOCIETY***

Since our humble beginnings in 1988, our company has grown into one of the world's most recognized bicycle component brands. Today we own and operate 4 factories, maintain corporate regional headquarters, and have a worldwide network of 56 distributors across 44 countries servicing hundreds of brands, thousands of retailers, and millions of cyclists annually.

SR SUNTOUR's success would not be possible without our team of skillful and dedicated employees. While we are happy to celebrate our successes we never stand still as we are tirelessly shaping the future of cycling. That's where you come in.

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For our new office based in UK (Birmingham area) we are searching for an Office Manager who is passionate of bicycle business and proactive in its approach to work. As Office Manager you will manage a small team of people dedicated to customer service for our UK clients. You will also cooperate together with other Office Managers in Europe in order to integrate the new UK office into the net of European Service Centers.

RESPONSIBILITIES

- Organize, Supervise and Monitor the work of Customer Service and Administrative staff
- Manage Office budget
- Visit customers when needed
- Issue the necessary working procedures
- Ensuring that health and safety policies are up to date and effectively applied
- To assist the HR and finance functions by keeping personnel records up to date
- To assist to search for new employee when needed, arrange interviews and support in the hiring process
- To work together with financial and HR local consultants in order to update financial documents and provide financial report when is requested

REQUIREMENTS

- Experience in Office Management and Customer Service
- Strong time-management and people skills, high degree of flexibility, and excellent multitasking ability
- Proficiency with office applications, and aptitude for learning new software and systems
- Ability to adapt and work in a multicultural environment
- Ability to maintain confidentiality of company information

PREFERRED SKILLS AND QUALIFICATIONS

- Bachelor's degree or equivalent
- Advanced computer skills

Remuneration adequate to the actual abilities of the candidate.

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Joining the SR SUNTOUR team will provide us both with the opportunity:

TO BOND

A global presence can only be realized through the success of local teams. Joining SR SUNTOUR is an opportunity to become an integral part a professional and enthusiastic team in a pleasant and familial atmosphere. It is also an opportunity for us to diversify, to welcome a new perspective, and to share our passion for our work and our products.

TO GROW

The exchange of knowledge can be the most rewarding part of teamwork. While we will rely on your expertise to help us improve and grow our products and processes, it is also an opportunity for you to learn from our team of experts who are a wealth of knowledge and inspiration.

TO CHALLENGE

Our customers constantly challenge us to improve our products. When they push our components to their limits, they inspire us to push ourselves. We will challenge you, your skillset, and your knowledge, and humbly ask that you do the same to us in return. This is how, together, we will bring SR SUNTOUR to new heights.

TO THRIVE

The word „sustainability“ gets thrown around a lot these days, but to us it means much more than just our dedication to the natural environment. Our concept of sustainable employment means offering a positive, progressive workplace with open communication, fair wages, and a focus on work-life balance in support of long-term professional relationships.

Do you want to become part of the SR SUNTOUR team?

Send your CV and a short motivation letter to fabio.sturaro@srsuntour-cycling.com

Your contact person: **Fabio Sturaro**

Location: *Birmingham (UK)*