

## **WE NEED YOU!**

La Torre Outlet Zaragoza is the new fashion and lifestyle shopping destination for northern Spain, combining convenience shopping at a Bauhaus DIY store and a food court with a premium factory outlet village. La Torre Outlet Zaragoza opened its doors in October 2020 and is home to more than 60 designer, fashion and lifestyle brands like Hugo Boss, Guess, Desigual as well as Adidas, Reebok and many more.

**Would you like to work in a young and dynamic centre management team?**

**Would you like to shape an innovative outlet shopping concept?**

**At the earliest date possible we are looking for a motivated**

## **OFFICE ASSISTANT F/M/X**

- CENTRE INFORMATION & ADMINISTRATION -

Full-time/Permanent

### **YOUR TASKS**

- You welcome, host and help customers, guests, brand partners, suppliers and stakeholders in the daily business at our Centre Information on-site, by phone and email
- You develop and execute information standards in close collaboration with the Office Manager
- You support all tourism marketing initiatives with hotels, travel and coach operators, public transportation partners, as well as with the local tourist office
- You support the Retail Manager by his work with brand partners of the centre regarding product offers and shop promotions
- You support the centre marketing regarding promotions and events
- You support the centre management team in administrative works

## YOUR PROFILE

- You have first experience in tourism market at a operator, hotel, leisure facilities, airline or similiar company
- You have a high affinity for retail of fashion & lifestyle brands
- You have a strong commitment to customer service
- You have very good MS-Office knowledge (Word, Excel, Outlook und PowerPoint)
- You have excellent time management skills and ability to multi-task and prioritise work
- You have an attention to detail and problem solving skills
- You have strong organisational and planning skills in a fast-paced environment
- You have strong written and verbal communication skills in Spanish and English; further language skills would be an advantage
- You have to serve customers by selling products or services and meeting customer needs
- You have to call existing or potential customers/partners/ambassadors to close collaboration deals

We offer you an interesting and challenging job in a growing company. If we have aroused your interest, we look forward to receiving your CV and covering letter. Please send your application, stating your earliest possible starting date and your salary expectations to **[info@latorreoutletzaragoza.com](mailto:info@latorreoutletzaragoza.com)**.

\*By applying for this job offer, you give your consent to collect and process your data.

**[latorreoutletzaragoza.com](http://latorreoutletzaragoza.com)**

Managed by ROS Retail Outlet Shopping

[www.ros-management.com](http://www.ros-management.com)