



We love Outlet Shopping

WE NEED YOU!

Designer Outlet Algarve is the largest outlet centre in the Algarve, one of the most popular tourist destinations in Portugal and in Europe. Opened in November 2017, Designer Outlet Algarve offers more than 70 fashion and lifestyle brands like Hugo Boss, Tommy Hilfiger, Lacoste, Levi's, Calvin Klein, Bimba y Lola, Guess, Timberland as well as Adidas, Puma, Asics, New Balance, and many more, 30-70% off, all year round. This unique project is managed by **ROS Retail Outlet Shopping**, one of Europe's leading outlet operators with centres in Germany, Poland, Hungary, Italy, Portugal, Croatia, Spain, Belgium and new developments.

Do you wish 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

CENTRE ASSISTANT

M/F/X • Full-time / Contract of employment • Location Loulé, Portugal

YOUR TASKS

- You welcome, host and assist customers, guests, brand partners, suppliers and stakeholders in the daily business on-site by phone and email
- You provide general administrative work order stationery, equipment and arrange further materials
- You maintain the team's calendar, coordinate meeting rooms and plan travel for the Centre Management Team in close collaboration with the Office Manager
- You develop and execute ROS Centre Information standards in close collaboration with the Office Manager, Marketing and Retail teams as well as those related to tourism promotions, events and actions
- You support the brand partner communication (Centre News, Rankings, etc.) and retail tracking with the team liaising with the Retail Manager
- You support the centre marketing regarding promotions, events and further actions in close collaboration with the Marketing team
- You are responsible for the daily Look&Feel of the Centre Information, making it inviting, clean and structured
- You are responsible for the acceptance of orders for the centre management and brand partners
- You take measures to provide excellent on-site service regarding logistics, centre appearance and upcoming healthy & safety topics in consultation with the facility service provider
- You manage the centre information cash and run errands
- You collaborate with the neighbours MAR Shopping Algarve & IKEA
- You handle independently the administrative projects in collaboration with the Office Manager

YOUR PROFILE

- You have a suitable education or background in administration/services
- You have relevant professional experiences, especially in customer service
- You have very good Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
- Digital Marketing skills with CMS Systems (Wordpress, Typo3 etc.) are desirable
- You have a high affinity for retail of fashion & lifestyle brands
- You are strong in organisation and communication, a team player and have a "hands-on" mentality
- You have strong written and verbal communication skills in Portuguese and English; further language skills would be an advantage

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 in English to **career@ros-management.com**, stating your earliest possible date of entry and your salary requirements.