

RTI Sports GmbH is a branded goods distributor for cycling accessories, headquartered in Koblenz. The company's core products include bicycle saddles and grips by the RTI brands Ergon and Terry, TPU tubes by Aeron, cargo bikes by Ca Go, and high-quality products from other sales brands such as Topeak, React and MET. The customer base is comprised primarily of German and international dealers and distributors, as well as industrial original equipment customers. The RTI Group currently employs a total of approximately 160 individuals.

Join Our Team: **BACK OFFICE STAFF** for **INTERNATIONAL CUSTOMERS** (m/f/d)

We are looking for a **Back Office Staff (m/f/d)** to complete our team based in Koblenz-Metternich as of the earliest possible date.

Your MISSION:

- Execute, implement, and plan sales processes
- Enter customer orders and send order confirmations
- Create delivery bills and invoices
- Smoothly manage orders and support our international customers
- Daily communication with international customers about deliveries, product availability, shipping documents, and addressing concerns
- Collaborate with our purchasing team and partners in Taiwan to ensure seamless deliveries and document management
- Prepare necessary customs documents
- Compile meeting materials, including article sales evaluations

Your PROFILE:

- Completed commercial training in wholesale & foreign trade or equivalent qualification
- Strong teamwork and communication skills
- Initiative and commitment are your second nature
- Customer-focused and service-oriented mindset
- Solution-oriented and can work independently
- Experience in customs clearance and familiarity with the "sage" merchandise management system is a plus
- Fluent in both written and spoken German and English
- Proficient in MS-Office programs, especially Excel and Teams
- Knowledge of the bicycle industry is a bonus, but not a must

What We OFFER:

- Flat hierarchies and the chance to be part of a growing, innovative company
- Diverse tasks and a sporty team atmosphere
- Regular company events and team activities
- Bring your furry friend to the office
- Employee discounts on our fantastic products
- Room for personal and professional growth



Ready to roll?

If you're ready to join our dynamic team and share your passion for cycling, we can't wait to hear from you! Please send your application here via our job portal: <https://jobs.rtisports.de/?id=6947cf>

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RTi SPORTS

Premium-Marken
für den Fahrradhandel