



RINGANA wants to grow at its site in Türkiye and is looking for motivated employees to help continue its success story

We produce fresh cosmetics and supplements from natural ingredients, attach great importance to the use of highly effective, antioxidant-active ingredients from nature, thus avoiding synthetic preservatives and all additives. We started out in a small laboratory, but now we are present in many countries and have around 500 employees

Office & Administration Manager (m/f/d)

Istanbul, Türkiye
Full-time employee

ring(tasks)

- Take over and support the implementation of RINGANA's business operations in Türkiye
- Act as the bridge between RINGANA Austria and Türkiye, ensuring seamless communication and process alignment
- Support the commercial organization in realizing the business potential of the Turkish market
- Assist with coordination of sales and promotions at the local level
Provide administrative support to the Partner Management activities

- Lead the onboarding, integration, and management of local administrative and operational staff
- Oversee daily office operations, ensure adherence to company policies, and manage resource coordination
- Support the setup and day-to-day management of the local Partner & Customer Service team
- Act as the main point of contact with customs authorities, tax authorities, data protection authorities, and other relevant institutions
- Manage the regulatory registration and notification of cosmetic and food supplement products (e.g., ÜTS, TITCK)
- Ensure compliance with product safety, labeling, import/export rules, and local advertising regulations
- Handle all relevant licenses, permits, and official documentation
- Coordinate logistics operations, including international shipping and local distribution
- Coordinate finance and accounting tasks in collaboration with internal and external accounting teams
- Ensure smooth cross-functional collaboration with HR, legal, marketing, and supply chain departments

ring(skills)

- University degree in Business Administration, International Business, or related fields
- Minimum of 5 years in office/administrative management roles, ideally in multinational or regulated industries
- Proven track record managing relations with government authorities (customs, tax, data protection)
- Strong experience in product regulatory registration processes, especially in cosmetics or food supplements
- Native Turkish Speaker
- Turkish nationality (mandatory)
- Proficiency in English (C1 level or higher); German is a plus
- Strong organizational and communication skills
- Experience with Microsoft Office and digital tools
- Ability to prioritize tasks, make decisions, and work effectively under pressure
- Familiarity with social media platforms and engagement strategies
- Willingness to travel occasionally within Türkiye and internationally

ring(benefits)

- Law benefits
- Attractive and innovative workplace

Apply now!

We are looking forward to your application and kindly ask you to submit your documents in English

Where FRESHNESS starts

