



Partner Relations Coordinator - Latin America

Other Disciplines

Full-time employee / Bogotá / Immediately

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2.2 MIO.

Satisfied customers

800+

Employees
from 37 countries

€ 228 MIO.

Turnover 2024

70+

Products

95,000

RINGANA partners

RINGANA wants to grow at its site in Colombia and is looking for motivated employees to help continue its success story. We started out in a small laboratory, but now we are a team of over 800 employees at 10 locations.

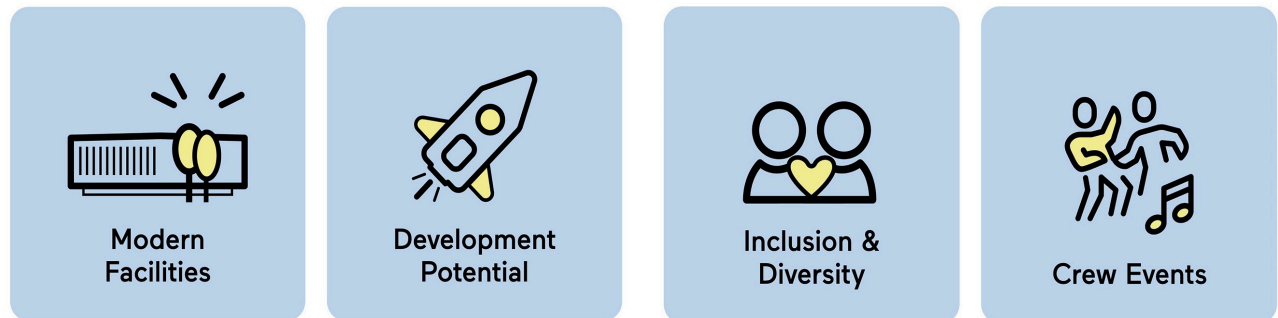
Your Responsibilities

Your Qualifications

- Provide support for independent sales partners by handling phone and written inquiries
- Manage partner registration documents and ensure all necessary documentation is in place
- Take on general organizational and administrative tasks to assist in partner registration and compliance
- Ensure alignment with company policies and local regulations through regular review and maintenance of partner-related documents in a structured and secure database
- Respond to inquiries about registration requirements and verification processes
- Proven experience in administrative support, customer relations, or any service-oriented role
- Good knowledge of MS Office (Word, Excel, PowerPoint, etc.)
- Strong communication skills with a hands-on mentality
- Excellent Spanish (C2) and very good English skills (B2)
- Excellent self-organization and time management abilities
- Team player with the ability to collaborate effectively
- Previous experience or general understanding of direct sales is a plus

What really counts? Your personality, your know-how, and your commitment – we reward these individually.

Our Benefits



How to Apply

We're excited to hear your personal story and to learn more about you. Apply directly through our career portal or via WhatsApp.

As our recruiting process is managed from Austria, to ensure an effective and fast process, we kindly ask you to submit your documents in English.

[Apply Now](#)

[Apply via WhatsApp](#)

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