

RUNNER

Why join us?

Founded in Copenhagen in 2002 with the ambition of creating contemporary furniture, lighting and accessories for modern living, HAY's vision is to create high-quality and well-designed products in collaboration with some of the world's most talented, curious, and courageous designers. Through the commitment to sophisticated industrial manufacturing processes, HAY strives to make good design accessible to the widest possible audience.

RUNNER

Based out of Zürich

Do you love being in contact with people? Do you love design but also its business? Are you solution- and service-minded by nature? Do you thrive in a job where your structural and time management skills are being put into play? Do you want to gain experiences within the design industry?

If yes, please read on!

At our new showroom in the center of Zürich, you will become part of a warm and welcoming place where creative people meet. The showroom is home of a creative and fun sales team consisting of three colleagues looking forward to welcoming you into the HAY family from July 2025.

About the job

A varied and fun job awaits you. As a Runner at HAY, you support the team with your administrative and organizational skills. Together, you ensure a positive and pleasant showroom experience for all our visitors during product trainings, presentations, meetings and events.

More specifically, your tasks will include

- Manage and maintain HAY showroom / office
- Welcome showroom visitors
- Manage sample and mockup requests
- Manage basic e-mail requests
- Update and maintain account and project data
- Organize training sessions and showroom events
- Provide product information to customers / A&D's
- Visit architects and dealers together with Sales Manager

The job is around 20 hours a week.

Are you the Runner we are looking for?

Role expectations

- You have strong structural, time planning and administrative skills
- Welcoming attitude and team player
- You are curious and interested in learning and developing within the design industry
- You will maintain a comprehensive knowledge of HAY's product portfolio
- You are interested in design and working with people

Experience / Interests required

- You could be studying Architecture / Interior Design / Product Design
- You would like to enter the interior design industry
- Ambitions or interests within sales would be a plus
- Experience at furniture retail or in similar roles is beneficial
- Ready to work 3-4 mornings / afternoons per week

You want to be a part of HAY?

Then do not hesitate to send us your application and CV as soon as possible and no later than Sunday 06 April 2025. We evaluate candidates on an ongoing basis.

LINK TO APPLY: [Careers](#)

If you have any further questions regarding the position, please do not hesitate to the team on office.ch@hay.com

Who We Hire?

Simply put, we hire everyone. HAY is comprised of people of all abilities, gender identities and expressions, ages, ethnicities, sexual orientations, veterans from every branch of military service, and more. Here, you can bring your whole self to work. We're committed to equal opportunity employment, including veterans and people with disabilities.