

Office Manager (m/f/d)

Organisation. Responsibility. Keeping the big picture.

We are looking for a committed team member who combines organisational talent with commercial understanding and keeps our day-to-day office operations running smoothly.

As Office Manager, you are a central point of contact between management, sales, customers and suppliers. You keep track of competing priorities, work independently and actively help improve our internal processes.

Your responsibilities

- Organising and coordinating day-to-day office operations
- Supporting management with administrative and organisational tasks
- Handling phone calls, emails and general business correspondence
- Liaising and coordinating with customers, suppliers and business partners
- Supporting order processing and sales administration
- Maintaining customer, supplier and master data in the ERP system
- Checking and preparing invoices and commercial documents
- Organising appointments, travel and meetings
- Managing documents, contracts and general office matters
- Assisting with internal reports and overviews
- Helping optimise and digitalise office and administrative processes

Your profile

- Completed vocational training in business administration or a comparable qualification
- Experience in office management, an assistant role, administration or commercial operations
- Experience in a technical or industrial company is an advantage
- Excellent organisational and communication skills
- An independent, structured and reliable approach to work
- Enjoyment of taking responsibility and moving things forward
- Confident use of MS Office
- Experience with ERP systems is an advantage
- Excellent German language skills; English skills are helpful
- A friendly, dependable and professional manner

What we offer

- A varied role with real responsibility
- A high degree of independence and scope to shape your work
- A central role in a small, well-established team
- Thorough onboarding in our processes and products
- Fast decision-making and direct communication
- Modern tools and equipment
- A supportive working environment with flat hierarchies
- Long-term prospects in a specialist technical company

Do you enjoy keeping everything on track?

If you enjoy organising, working independently and keeping essential processes running reliably, we would like to meet you.

Contact and applications

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