



We are hiring:

Administrative Assistant

(m/f/d)

A Diverse Back Office Role

Feldkirchen near Munich | Full-time | Permanent Position

Do you enjoy variety, staying organised, and keeping track of multiple topics and tasks at the same time?

If so, you could be an excellent fit for our team.

Physical Electronics GmbH is a privately owned company based in Feldkirchen near Munich, Germany. We support customers in research and industry with high-quality analytical instruments, analytical services, and reliable technical support.

To strengthen our team, we are looking for an **Administrative Assistant (m/f/d)** who enjoys supporting colleagues across different departments and helping ensure the smooth day-to-day operation of our business. In this role, you will take on a broad range of administrative, organisational, and commercial support tasks.

We are not looking for someone who specialises in only one area. What matters most to us are **strong organisational skills, the ability to learn quickly, reliability, and a genuine interest in taking on a variety of responsibilities.**

You can look forward to a varied position where you can contribute your strengths and play an active role in the success of our team.

Your Responsibilities

DEPENDING ON CURRENT BUSINESS NEEDS, YOU WILL SUPPORT VARIOUS AREAS OF OUR ORGANISATION IN OFFICE ADMINISTRATION, COMMERCIAL PROCESSES, AND INTERNAL PROJECTS AND EVENTS.

Your responsibilities may include:

- Managing incoming and outgoing mail
- Handling the company switchboard and incoming calls
- Ordering and managing office and operational supplies
- Obtaining and comparing supplier quotations
- Coordinating external service providers such as cleaning services, IT providers, and facility management companies
- Processing general customer enquiries
- Assisting with projects and special assignments
- Reviewing incoming invoices
- Supporting insurance administration activities
- Assisting with fleet management activities
- Maintaining customer, supplier, and company records and databases
- Providing general administrative and organisational support across the business
- Organising and preparing meetings, workshops, seminars, business travel, and internal events
- Supporting marketing activities
- Preparing and submitting notifications to relevant authorities
- Providing cross-functional cover for colleagues following appropriate training and onboarding

The role is diverse by design, and that is exactly what makes it interesting.

What You Bring

- Completed commercial, business administration, or office management training (or a comparable qualification)
- A genuine passion for organisation and varied responsibilities
- A structured, detail-oriented, and reliable working style
- The ability to prioritise tasks effectively and work independently
- A quick grasp of new topics and the willingness to learn
- Confident use of Microsoft 365, especially Outlook, Word, and Excel
- Excellent German language skills and good English language skills
- Strong communication skills and a professional, respectful approach when working with colleagues, customers, and business partners
- Team spirit, flexibility, and a strong sense of responsibility Experience in office administration, back-office support, or administrative coordination is an advantage, but not essential.

What We Offer

- Permanent employment contract
- 30 days of annual leave
- Flexible working hours with a flex time model
- Comprehensive onboarding across different areas of responsibility
- Ongoing professional development opportunities
- Annual performance-related bonus
- A supportive team and short decision-making paths
- A varied role with exposure to different business functions
- A dynamic environment within a scientific and technology-focused company
- An independent role with room for initiative and active contribution

Interested?

Do you enjoy working in a structured way, feel comfortable handling a variety of topics, and like supporting where your contribution makes a difference?

We would love to hear from you.

Want to join our team?

Please send your complete application, including your earliest possible start date and salary expectations, to:

✉ personal@phi-europe.com

For more information about our company, please visit:
www.phi-gmbh.eu