



We're Hiring:

Commercial Administrator

(m/f/d)

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Feldkirchen near Munich, Germany | Full-time | Permanent Position

Do you enjoy working in a structured way, keeping multiple processes on track, and making sure that day-to-day business operations run smoothly?

If so, we can offer you a varied and rewarding role with a high level of responsibility, short decision-making paths, and a supportive team environment.

Physical Electronics GmbH is a privately owned company based in Feldkirchen near Munich. We support customers in research and industry with advanced analytical instrumentation, specialized analytical services, and reliable technical support.

To strengthen our team, we are looking for a **Commercial Administrator (m/f/d)** to join our Administration department. In this role, you will serve as an important administrative and commercial link between different areas of our business and help ensure that internal processes run efficiently and reliably.

Your Responsibilities

THIS IS A DIVERSE ROLE WITH A BROAD RANGE OF RESPONSIBILITIES, INCLUDING:

- Managing sales, service, and maintenance orders from quotation through to invoicing
- Reviewing and processing supplier invoices
- Creating and managing purchase orders
- Coordinating and communicating with suppliers
- Maintaining price lists, master data, and service-related information
- Providing administrative support for tender submissions and public procurement activities
- Managing customer and procurement portals
- Supporting imports from the United States and Japan, including customs and shipping administration
- Handling administrative aspects of customer complaints and corrective actions

What You Bring

- A completed commercial apprenticeship, business qualification, or a comparable educational background
- Experience in order processing, administration, office management, or a similar role
- A structured, detail-oriented, and self-motivated way of working
- The ability to manage multiple priorities while maintaining accuracy and reliability
- Confident use of Microsoft 365 applications
- Excellent German language skills and good English language skills
- A professional, cooperative, and solution-oriented approach when working with colleagues, customers, suppliers, and business partners

Preferred Qualifications

The following experience would be beneficial but is not essential:

- E-procurement platforms and customer portals such as SAP Ariba or Chorus Pro
- Import, export, shipping, or logistics administration

A technical background is not required. However, an interest in working within a technology-driven and scientific environment, together with a willingness to learn our processes, is important.

What We Offer

- Permanent employment contract
- 30 days of annual leave
- Flexible working hours with a flextime scheme
- Comprehensive and structured onboarding
- Ongoing learning and professional development opportunities
- Annual performance-related bonus
- A collaborative team environment with short communication and decision-making paths
- A varied role with responsibility for key commercial and administrative processes
- An exciting position within a highly specialized technology company

Interested?

Do you enjoy organising, working accurately, and being at the centre of a variety of business processes? Would you like to play an important role in ensuring that our commercial operations run smoothly and efficiently?

If so, we would love to hear from you.

Want to join our team?

Please send your application, including your earliest possible start date, to:

✉ career@phi-europe.com

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