



Your Big Ideas. Our Outstanding Technology.



At PDi Digital, disrupting the Future of IIoT is what we do – as our Sales Backoffice Assistant, you'll be right where the action happens. We're the market leader in the field of digital displays: our innovative product range supports customers worldwide with process digitalization. By joining our team of ambitious, highly-skilled specialists, you'll help shape our exciting current and future products and bring our outstanding technology to the world. Better yet, the next big step in your career will be in an environment you'll love. In addition to our high-performance team, flat hierarchies, and short decision paths, you can enjoy work in a beautiful office that offers plenty of benefits and space to grow. Ready? Let's get disruptive together.

Sales Backoffice Assistant (m/w/d)

Your responsibilities

- Create, process and administrate orders/materials, coordinate delivery dates, perform availability checks
- Grooming of the order entry mail inbox
- Support of national and international customers and partners
- Synchronization with external and internal stakeholders
- Support of the logistics process related to the delivery of the products
- Contact person to Business Development, Production and Logistic

What we expect

- Good MS-Officeskills, experience with SAP or similar ERP systems appreciated
- Relevant professional experience in similar positions
- Excellent English and good German, both written and spoken
- Structured and accurate working style
- Proactive, communicative, analytical mindset
- Team player

The minimum gross salary for this position is Euro 1,989.- per month applies with readiness for overpayment depending on actual qualifications (for full-time employment).

Send your application to:
jobs@pdi-digital.com

● PDi-Digital GmbH
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