

# Internal Sales Customer Service/Order Management (m/f/d) in Berlin

## Your Tasks:

- Competent support for national and international customers is your area of responsibility.
- You will carry out order processing independently, from order entry to invoicing.
- Maintaining master data is one of your daily tasks. You will reliably coordinate and monitor delivery deadlines.
- Interface communication between production, purchasing and work preparation is in your hands.
- You take care of clarifying discrepancies and delays.
- General administrative tasks are also part of your field of activity

## Your profile:

- Completed commercial education.
- Professional experience in a similar position.
- Strong customer and service orientation with pleasure in customer contact.
- Confident handling of MS Office applications; knowledge of the ERP system Navision is an advantage.
- Ability to work in a team and a conscientious, careful way of working.
- Language skills: German and basic knowledge of English.

## Our offer:

- An interesting and varied working environment awaits you.
- Flat hierarchies and collegial cooperation create a family atmosphere.
- 30 days vacation per calendar year
- Good public transport connections and free employee parking are available to you
- Part-time employment and home office possible.
- Participation in community-promoting company events.
- Company pension scheme and BVG company ticket/job bike round off our benefits.

In Berlin, we use unique laser welding technology to develop, optimize and produce complex lightweight components and assemblies made of steel, stainless steel and aluminum for future-oriented and sustainable mobility.

Become part of the Photon family, develop your personal potential and shape global projects with us!

We look forward to receiving your complete application, stating your earliest possible starting date and your salary expectations.



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