BUSINESS OPERATIONS COORDINATOR (M/F/D)

Operations & Project Support

Bremen, Germany | Part time or Full time | January 2027 onwards

Help us build automation that performs.

About WIA

Wieters & Gerdes Industrial Automation GmbH (WIA) develops automated systems for the aluminium extrusion industry. Our WIAMAT systems clean extrusion dies in a closed, controlled process. We work with customers and suppliers around the world.

Your Role

You will help keep WIA's daily business running smoothly, taking ownership of commercial administration, order processing and operational coordination. You will work closely with the managing partners, engineers, suppliers and customers. An experienced colleague will support your onboarding and continue working with the team.

The position can develop in different directions depending on your strengths and interests – from project coordination and management support to improving internal processes. We are looking for the right person, not a fixed career path.

Your Responsibilities

Depending on your capabilities and interests, your role may extend into project coordination, management support, business process improvement and digital or AI-supported ways of working.

Your core responsibilities will include:

- Process customer enquiries, quotations, orders, delivery documents and invoices, including spare-parts orders.
- Coordinate purchasing, obtain supplier quotations, place orders and follow up on delivery commitments.
- Organise shipments and transport, including export and customs documents where required.
- Support day-to-day accounting administration: incoming invoices, DATEV, payment preparation and follow-up on open items.
- Coordinate maintenance appointments, related documentation and required spare parts.
- Handle practical HR and office administration, including contracts, insurance, company vehicles and office supplies.
- Keep information organised, follow through on open tasks and communicate with internal and external partners.

Your Qualifications

Required:

- Strong organisational skills, reliability and the ability to manage several tasks independently.
- A proactive approach: you take ownership, follow through and suggest improvements.
- Confident, professional communication with colleagues, suppliers and customers.
- Fluent German and good professional English, both written and spoken.
- Comfort with standard office software, curiosity and willingness to learn new systems.

Preferred:

- Experience in commercial administration, order management, accounting support or coordination.
- Familiarity with DATEV, international shipping or industrial customer projects.
- Interest in technology and in improving workflows using digital tools.

We welcome applications from early-career professionals, experienced administrators and career changers. A technical degree or industry background is not required.

What We Offer

- A varied role with genuine ownership in a small, internationally active engineering company.
- Direct collaboration with management and short decision-making paths.
- A supported transition and the freedom to develop the role according to your abilities.
- The opportunity to help shape and improve how a growing engineering business operates.
- Flexible part-time or full-time arrangements.

Interested?

Please send us your CV in English and briefly tell us about your professional background, what motivates you and how you could contribute to WIA.

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