



The world of sport is our passion. Polytan has been the leading specialist for sports surfaces for over 50 years, with an annual order volume in the three-digit million range. We offer exciting career prospects with a wide range of tasks and development opportunities in all areas of the company. At Polytan, you have room for ideas, are challenged and encouraged in equal measure and meet an open-minded, committed team.

Sachbearbeiter Business Support (m/w/d)

This is what you can expect:

- **Project & Organizational Support:**
You support our construction and project management teams in the commercial and organizational handling of ongoing projects – from preparation through to completion.
- **Contract & Tender Management:**
You review specifications and tender documents, request GAEB files, and maintain them in our ERP system. In close coordination with the sales field team, you prepare quotations and independently handle order entry, clarification, and confirmation.
- **Procurement & Coordination:**
You are responsible for project-related purchasing of materials and subcontractor services, coordinate schedules and deliveries, and keep track of deadlines and processes.

- **Billing & Follow-up:**
You prepare invoices, support change orders, assist with project close-out, and contribute to handling claims and payment reminders.
- **Interface Management & Process Improvement:**
You act as a key point of contact between sales, site management, and customers, support reporting and analysis, and actively contribute to the continuous improvement of our business support processes.

What you need to bring:

- **Professional Background:**
Ideally, you have completed a commercial apprenticeship or equivalent qualification and have already gained relevant professional experience – preferably in the construction industry.
- **Team Spirit & Commitment:**
You are a true team player, demonstrate dedication and initiative, and actively support those around you.
- **Systems & Numerical Affinity:**
You are confident in using MS Office and have experience working with ERP systems.
- **Customer Orientation & Sense of Responsibility:**
You work in a service-oriented manner, think entrepreneurially, and always act in the best interest of the company.
- **Working Style & Personality:**
You work in a structured, diligent, and deadline-oriented way, make independent decisions, and are motivated to familiarize yourself with our processes in sports facility construction and our product portfolio. A quick grasp of new concepts and a high level of reliability complete your profile.

We offer you:

- A permanent job in a growing group of companies
- A family-like working atmosphere
- A structured on-the-job training
- Up to 40% home office is possible after the training
- 30 days of holiday, a company pension plan, medical check-ups and other corporate benefits

- An individual and intensive training and, according to your abilities, a quick assumption of responsible and varied tasks
- Open and honest communication, a standard that is not just an empty phrase for us
You can feel the sporting spirit in our corporate culture, we stick together and support each other!

Have we sparked your interest? Then apply now!

Jetzt Bewerben



You have some questions? Please contact us!

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