



Fermit GmbH is an internationally active, medium-sized company in the chemical industry, headquartered in Vettelschoß, Germany. For more than 100 years, we have been developing and manufacturing high-quality specialty products for trade professionals and industry, particularly in the fields of sealing, bonding, maintenance, cleaning, and protection. Quality, innovation, customer focus, reliability, and long-term partnerships are at the heart of everything we do.

Purchasing & Sales Coordinator (m/f/d)

Full-time | Vettelschoß

To strengthen our team, we are looking for a motivated individual to join our Purchasing & Sales team.

Your Responsibilities:

- Support the sales team through quotation preparation, order processing, and customer service
- Select, manage, and develop supplier relationships, including obtaining and evaluating quotations and conducting price negotiations
- Process purchase orders and ensure a smooth procurement process
- Coordinate and monitor delivery schedules and prepare shipping documents
- Maintain master data and order data within the ERP system
- Work closely with internal departments such as Logistics, Production, and Marketing

Your Profile:

- Completed commercial/business training or a comparable qualification
- Professional experience in purchasing and/or internal sales support
- Proficient in Microsoft Office and ERP systems
- Good command of German and English; French is an advantage
- Structured, reliable, and self-motivated way of working
- Strong communication, teamwork, and negotiation skills

What We Offer:



Tariff-based
remuneration



37.5-hour work
week



Independent work
within a team



Bike leasing
program



Free on-site
parking

Interested in joining us?

We look forward to receiving your application, including your CV, relevant certificates, and a few lines about your motivation.

Fermit GmbH

Mr. Fabien Ghijssels

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