9104 11709 Clerk: in contract and supplement management We are looking for motivated employees for over 500 different professions. And all over Germany. Whether experienced professionals or career starters: inside - we offer numerous entry and further training opportunities.  
  
We are looking for you to start as soon as possible as a clerk: in contract and supplement management (f/m/d) for DB Netz AG in Karlsruhe.  
Your tasks:  
  
- You will professionally accompany the preparation of the tender and award documents, the award process, as well as the contract processing for infrastructure measures  
- You record and process the planned awards and create the advertisements, supplements and contracts in the system  
- You are responsible for checking the content of the supplementary offers for coherence and completeness  
- Necessary improvements will be tracked by you  
- You obtain opinions, check the financial release strategy, hand over to purchasing for negotiation and actively monitor compliance with deadlines  
- You will be involved in the creation of reports on the award, contract and addendum situation  
- You support with questions about the mapping of contracts and supplements in the existing systems  
  
  
Your profile:  
  
- You have completed commercial/technical vocational training with several years of professional experience  
- Ideally, you already have experience in contract or supplement management  
- You are well versed in MS Office (Excel), in VRI-DMS and iTWO  
- You are characterized by a high degree of independence and a structured way of working  
- Reliability, teamwork and good communication skills are other strengths of yours  
- You are fluent in spoken and written German  
  
  
your advantages  
\* You can be sure of a long-term perspective through your permanent employment in a future-oriented group.  
\* You get up to 16 free trips within Germany per year and other discounts for your friends and family.  
\* You always give everything and therefore get a lot in return: a standard salary package with generally permanent employment contracts and job security as well as a wide range of fringe benefits and a company pension scheme.  
\* You benefit from discounts in the areas of shopping, leisure, travel and rail offers. The monthly changing offers include e.g. mobile phone contracts, insurance, electricity tariffs, discounts at hotel chains, fashion and lifestyle.  
  
Equal opportunities and self-determined participation of the severely disabled and equals as well as respectful cooperation are firmly anchored principles within the DB Group. For this reason, severely disabled and equal applicants will be given preference if they are equally qualified.  
In addition, we aim to offer all candidates the same opportunities for starting a career and for training and further education, regardless of social or ethnic origin, gender, religion or belief, age or sexual identity and orientation. We consciously promote diversity and cooperation in our teams. office clerk None 2023-03-07 16:09:12.576000